

**Office of the Ogema**  
**Little River Band of Ottawa Indians**  
2608 Government Center Drive  
Manistee MI 49660

**Aanii piish epidek:** To: Little River Band of Ottawa Indians Tribal Council  
**Binjibidek:** From: Larry B. Romanelli, Tribal Ogema *lbr*  
**Naangwa:** Date: January 12, 2021  
**Maanda Nji:** Re: November 2020 Operations Report

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We respectfully submit the November 2020 Operations Report for acceptance by the Tribal Council.

If you should have any questions regarding this submission, please feel free to contact my office. Thank you.

Larry B. Romanelli

Little River Band of Ottawa Indians  
Departmental Monthly Reports  
November, 2020

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Accounting  
Steve Wheeler

## **Finance Division**

**Steven Wheeler, Chief Financial Officer**

### **November, 2020 Department Report**

#### **I. Department Overview**

- a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.
- b. **2020 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2020 will revolve around continuing to improve accounting systems and processes.

#### **Finance/Accounting Management:**

- 1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
- 2. Investment management.
- 3. Continued improvement in financial reporting to the Tribe.
- 4. Analysis of the 2020 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.

#### **Accounting:**

**Goal: Improve quality, timeliness, and accuracy of all financial reporting to all levels of the tribal government.-**

##### **Objectives:**

- 1. Completion of the 2019 audit and filing with the appropriate agencies.
- 2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
- 3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
- 4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
- 5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
- 6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2018. The 2019 proposal has been submitted and work on the 2020 proposal is underway.

7. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.

## **Property Management:**

***Goal: Complete the establishment of the Property Management function for the organization.***

### **Objectives:**

1. Complete and implement asset maintenance procedures including creating and implementing the procedures, creating and organizing physical asset files, create departmental asset books and distribute, and completing training for the organization.
2. Complete the set-up of a warehouse storage facility.
3. Create a catalog for internal use in property distribution of excess inventory.
4. Improve tracking and handling of property tax issues for all tribal owned properties.
5. Improve tracking and management of all tribally owned vehicles.
6. Implement a Construction in Progress system for all tribal and grant funded projects related to fixed assets.
7. Complete regular inventories of Program and Grant assets, including completing the inventory for the Public Safety department.

## **Budgeting:**

***Goal: Improve the accuracy and usefulness of budget information.***

### **Objective:**

1. Formulation and assembly of 2021 budget. This process has begun and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

## **Purchasing/Travel:**

***Goal: Improve efficiency of processes and reduce costs.***

### **Objective:**

1. Finalize all standard operating procedures
2. Educate staff on operating procedures and regulation
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. Implement and expand electronic requisition system.
5. Identify opportunities to increase the use of master contracts to improve efficiency of purchasing.

Through the pursuit of the goals and objectives listed above the LRBOI Finance Division will be working towards improving its ability to provide a high level of professional financial and accounting support to the LRBOI Tribal Government.

## **II. Department Reporting Section**

### **AUDIT**

Audit field work for the 2019 audit took place May 11&12, and May18 - 22, 2020. The firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continued to provide information for the auditors to complete the audit. The final audit report was issued August 5, 2020, and submitted to the Federal Clearinghouse before the due date of September 30. The auditors issued an Unmodified Opinion on the Tribal Government financial statements, as well as its enterprise financial statements, which is a clean opinion.

### **STAFF ACCOUNTANTS**

#### ***Duties and Accomplishments –***

- 1. Projects; AKI 5 -2020-2021 homes, Gaming Commission Entryway, Public Safety Building, Commodities Bldg.** The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of November.
  - i. AKI 5 – 2020-21 Homes – Little Valley Home – N/A.**
  - ii. Gaming Commission Entryway – GT Construction- \$11,171.25**
  - iii. Public Safety Building – Grand Traverse EC- N/A**
- 2. Cash Receipts:** Daily cash receipts totaled for the month of November, were, \$598,651.84 the General & Special Revenue Account had a total of (265) receipts.
- 3. NGLC:** Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement.
- 4. Pharmacy:** Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,
- 5. Fixed Assets Account Group:** Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2020.
- 6. Audit work for 2020-2021 – Fixed Asset control.**
- 7. 1099MISC. – 2019 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2019.**
- 8. Sending out some of the returned 1099MISC as corrected addresses come in.**
- 9. BP Card – gas card access – Continued updates and changes as it relates to new hires and departures. Working on processes.**
- 10. WEX Card- new fleet card, rollout coming to all departments. Have a pilot program with Ogema and Family Service to see how the process flows through.**
- 11. Tribal Financial Statement Requirements: Due by the 8<sup>th</sup> of the month.**

1. *Cash Deposits*
2. *Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.*
3. *Utilities report – current payments – monthly report of payments.*

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***Construction Task Force –Weekly Meeting - Thursday – review - AKI 5 – 2020-21 homes, Gaming Commission Entryway, Public Safety Building, Commodities.***

***Other Meetings***

***November - Construction Task Force – Conference Call - Accounting Dept.***

***November– Sage Tracking Inventory/Training***

***November – WEX Fleet Card Rollout/ Continued***

***Duties and Accomplishments –***

1. Reconcile 13 bank statements
2. Payroll, Bank, Grants and misc. journal entries
3. Account Analysis
4. Schedule of Cash for financials
5. Void Stale dated checks
6. Positive Pay
7. Warriors Society Banking

***Meetings Held / Attended –*** Directors meeting, White House Update, Homeland Security Region 7, COVID Planning, Leads, Health Department, Region 7 SPR, Directors, COVID Closure, HIS-Vaccine Planning, FEMA Individual Asst, CARES Act Spending

***Trainings Held / Attended –***

***Special Tasks / Activities Performed –***

***Upcoming Projects / Tasks –***



## GRANTS MANAGEMENT ADMINISTRATOR

### ***Duties and Accomplishments***

- *Sent out December report notices to Program Administrators to let them know when the need to submit their grant report(s) to me so that I can prepare the cover letter that will be signed by the Ogema and attached to the report that will be submitted to the funding agency.*
- *Sent out notices to Program Administrators to let them know of grants that will be ending.*
- *Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
- *Reviewed all grant Revenue & Expenditure reports to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimburse the Tribe for those expenses on the grants.*
- *Recorded the amount of each draw down and draw down date of the requests on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.*
- *Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits to the Tribe bank account. I identify on the bank statement by writing those fund numbers assigned and grant name. This identifies where the grant revenue should go.*
- *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
- *Prepared monthly indirect cost calculations on grants allowed to be charged indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
- *Prepared the grant statistical financial and draw down sheet reports that are part of the monthly Accounting Financials that are submitted to Tribal Council.*
- *Prepared all the cover letters attached to the grant reports. Had the Tribal Ogema sign these. Once the Ogema signs the cover letter and financial (if required), the grant reports documentation is scanned and placed in the electronic grant report folders and a hard copy placed in the Grant Program Booklet. All originals are then forwarded to the federal funding agencies electronically (if allowed) or sent through the mail.*
- *Sent Ken LaHaye a notice reminding him that I need monthly food invoices showing the cost of the food purchased for the Food Distribution program.*
- *The Tribe received one modification in November for the following grant:*
  1. *2021 USDA Food Distribution Nutrition Education for \$450.*
- *For each grant modification, the documents are scanned to the electronic grant folder for that grant. The original modification paperwork is placed in the Grant Program Booklet. The new funding amounts are entered on the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. The Budget Coordinator is*

given copies of the modification documents so that he can take to Tribal Council to have accepted into the operating budget by resolution.

- Additional reporting required for the grant approved is entered on the reporting calendar. The Grant Program Facts Sheet that is in the Grant Program Booklet that identifies reporting due dates is updated to reflect those additional reports.
- The Tribe received five new grants November for the following:
  1. State of MI CESF (coronavirus emergency supplemental funding) for \$41,376 for the period of 3/1/20-9/30/21.
  2. 2020-2021 ITC Native Connections for \$70,000 for the period of 7/31/20-7/30/21.
  3. Health Services Center Development (105L lease) for \$616,566 no specific start and end date.
  4. 2021 USDA Food Distribution for \$314,249 for the period of 10/1/20-9/30/22.
  5. 2021 USDA CARES Purification System for \$3,400 for the period of 10/1/20-9/30/22.
- On the new grants that awarded, Grant Program Booklets and electronic folders were created. Documents were scanned to the electronic folders and the original documents were placed in the grant program booklet. The new grant awards were entered on the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. I sent the new grant information to the Staff Accountant so that she could set these programs up in the Accounting System. The CFO was covering for the Budget Coordinator who was off so I forwarded copies of the new award documents to him so that he could take to Tribal Council to have accepted into the operating budget by resolution. Once the grant had been accepted into the operating budget, Kathleen forwarded me copies of the resolutions passed. Since the Budget Coordinator was off the budgets will be inputted into the Accounting System once he returns. All award documents and resolution were scanned and placed in the electronic folders and originals were placed in the Grant Program Booklet. Notices were sent to the Purchasing dept., Ogema office and Controller letting them know the new grant information. A Grant Program Booklet was created for the person administering the grant and all program federal & narrative reports due for the life of the grant were scheduled on the reporting calendar.
- Submitted six billing invoices on the following grants:
  1. 2020 ITC Head Start COVID 19 for \$2,146.83.
  2. 2020-2021 ITC Home Visiting for \$2,692.20.
  3. 2019-2020 ITC Head Start & Early Head Start for \$13,731.78.
  4. 2019-2020 GSRP for \$40,104.
  5. GLITEC Saving Lives Project for \$17,662.50.
  6. 2020 BIA Self Governance Public Safety Cooperative Agreement for \$1,174.
- Created cover letters for each of the billing invoices that went to ITC and had the Ogema sign. The billing invoices were scanned and sent electronically to the Project Officers at ITC. The amounts were entered on the October cash receipt journal and October grant spreadsheet. Amounts were entered separately for each grant on the draw down sheet that is in each grant booklet. The draw down sheets were scanned to the electronic grant folders and the documentation was placed in the Grant Program Booklets.
- Prepared a notice to the Staff Accountant on each grant that ended so that she could deactivate the grant in the Accounting System.
- Submitted numerous journal entries to the Staff Accountant of corrections to move expenses to correct grants for the month of November.
- Worked with the Grant Program Administrators on any questions they have related to the grant they are administering.
- Had the Ogema sign the 2020-2021 ITC Native Connections new grant award and sent back to ITC.

- *Had the Ogema sign the ITC Peer Recovery no cost grant extension and sent back to ITC.*

### ***Meetings Held/Attended***

- *Participated in many conference calls due to social distancing. Worked with the different Directors to process new grant awards and modifications through email.*

### ***Trainings Held/Attendance***

### ***Specials Tasks/Activities Performed***

### ***Upcoming Projects/Task***

- *Due to the IT crash of the computer system and Accounting not being able to recover numerous files, any grant information that I had entered or scanned was lost as of a certain date. Due to the enormous amount of time this will take and having daily tasks and reporting deadlines to meet each month, I am unsure when I will be able to pull each grant and re-enter that information. It's been very frustrating to say the least and it has effected the whole government.*

## **PAYROLL**

### ***Duties and Accomplishments –***

- 1. Processed 380 payroll vouchers/checks.*
- 2. Verified 15 PAF's this month which included new 3 employee(s), and 4 termed employee(s).*
- 3. Processed payroll and completed payroll backup cover sheet for pay dates 11/6 and 11/20.*
- 4. Created 401k contribution file and uploaded to John Hancock online.*
- 5. Prepared direct deposit file and uploaded online for processing.*
- 6. Made federal tax deposits as required for each payroll.*
- 7. Printed and/or saved all reports needed for payroll biweekly.*
- 8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.*
- 9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.*
- 10. Reconciled the amounts withheld for Adlife to what was billed for the month.*
- 11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.*

### ***Meetings Held / Attended –***

*11/16 – Met with IT to have printer setup done on laptop.*

### ***Trainings Held / Attended –***

*None*

### ***Other Tasks / Activities Performed –***

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 2020 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in November as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in November as well as the check request for payment of those taxes.
7. Started working on accrual reports for Health, Dental, Vision and Life insurances for the month of November.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Made corrections and updates to the year-end life insurance adjustment spreadsheet.
10. Prepared December 15<sup>th</sup> per capita distribution eligibility.

### ***Ongoing Projects / Tasks –***

1. Reissuing outstanding per capita checks that have been uncashed.
2. Revising quick reference guide for payroll processing and procedures, as necessary.
3. Working through system/setup issues with MIP payroll, HR and EWS all working together.
4. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.

### ***Upcoming Projects / Tasks –***

1. Update MIP payroll procedures to include processing payroll using the HR and EWS modules.
2. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
3. Processing of the December 15<sup>th</sup> per capita payment
4. Processing of year-end life insurance adjustments.

## **ACCOUNTS PAYABLE**

1. *Enter and match invoices with purchase orders and receiving reports.*
2. *Keyed in all information in to the system for processing and printing checks.*
3. *Verify the budgets and have the check request signed for approval.*
4. *Generated checks on Tuesday and Thursday for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, Contract Health, purchase orders, etc.*
5. *After checks are printed put them with the right documentation and have*

*them signed by Council.*

- 6. Check stubs are attached to check request and PO's for scanning and stuffed into envelopes for distribution.*
- 7. Print a check register for Positive Pay, Contract Health, Members and Family Services.*
- 8. A spreadsheet is kept for logging in all monies brought in for a cash receipt report.*
- 9. Provide receipts as necessary for rent, utilities and all other payments.*
- 10. Scan in all Housing and Utility payments to the right departments.*
- 11. Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*
- 12. Provide management with Accounts Payable information as requested.*
- 13. Maintain court ordered per capita garnishments.*
- 14. Do liquidations and voids as needed.*
- 15. Scan all payments to appropriate vendor folder*
- 16. File original payments by check date in filing cabinets.*
- 17. Pick up mail and sort through it to give to right person in the Accounting department.*

## **Meetings Held / Attended -**

## **Special Tasks / Activities Performed –**

- 1. Worked on binding monthly financial reports.*
- 2. Worked on payroll garnishments every other week.*
- 3. Pay Pharmacy Invoices every Monday and give report to Brandy.*
- 4. Contact vendors/departments with discrepancies on invoices.*
- 5. Continue to do voids, liquidations and address changes.*

## **Upcoming Projects / Tasks**

- 1. Process checks for per cap withholdings, per court ordered. Send out garnishee disclosures.**

## **PURCHASING/ TRAVEL OFFICE**

### **PURCHASING / MAIL ROOM CLERK**

#### ***Duties and Accomplishments –***

1. Assist with invoice discrepancies
2. Assist with credit card discrepancies
3. Reconcile and edit travel closeouts
4. Maintain and track contract files and log
5. Closeout contracts and place in record retention
6. Place orders
7. Distribute Tribal certificate of Exemption for sales and use tax certificates
8. Merge vendors in accounting system
9. Data entry or purchase orders
10. Distribute purchase orders and contracts
11. Obtain bids and quotes
12. Enter line item cancellations
13. Data entry of W-9's into accounting system
14. Maintain vendor system in finance software
15. Post mail and create shipping labels
16. Distribute incoming and outgoing mail
17. Process incoming invoices and log incoming checks
18. Maintain certified, bulk, and fed-ex records
19. Manage and order mail supplies
20. Ensure goods and services are in program narrative and all documents are required prior to processing purchase orders
21. Issue out of compliance memo's
22. Process bulk mail requests
23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports

#### ***Meetings Held / Attended –***

#### ***Special Tasks / Activities Performed –***

1. Backup for the Tax Officer

#### ***Upcoming Projects / Tasks –***

## **PURCHASING SUPERVISOR**

### ***Duties and Accomplishments –***

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.
5. Conduct annual training to all staff on department procedures and policies.
6. Provide technical assistance to program directors.
7. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe's current activities and requirements.
8. Lead contact with outside vendors.
9. Prepare credit applications.
10. Prepare and issue Tribal Certificate of Exemption for Sale and Use Tax, as defined in the tax agreement.
11. Process W-9 information.
12. Contract Management. Participate in developing solicitations, drafting documents, monitoring contractor's payment progress, authorizing requisitions with contract terms.
13. Maintain well-organized files.
14. Process and place orders.
15. Verify budget availability.
16. Obtain price quotes.
17. Create, solicit, monitor request for proposals.
18. Negotiate and oversee the Tribe's Master Contracts.
19. Seek and partner with reliable vendors and suppliers.
20. Maintain a vendor file.
21. Maintain that local vendors are aware of Tribal Procurement Policies.
22. Oversee Indian preference qualification process. Review applications and certify eligible applicants.
23. Handle invoice discrepancies.
24. Process travel requests.
25. Book flights and lodging accommodations.
26. Register travelers for training.
27. Process travel advance checks.
28. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
29. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
30. Supervise Mail Purchasing Clerk.
31. Create monthly department reports.

### ***Special Tasks / Activities Performed – & Meetings Held / Attended***

1. 11/3 Sent out end of the year encumbrance reports to all programs.
2. 11/3 Audit proposal review and scoring.
3. 11-12 negotiated 2021 Muskegon Office contracts.
4. 11/16 sent out rfp for Food Commodities Construction.
5. 11/16 sent out rfp for Food Commodities Road Construction.
6. 11/17 Shoreline RFQ review and scoring. Set up interviews for top ranked firms.

## **PROPERTY/RECEIVING OFFICE**

### ***Duties and Accomplishments –***

1. Received in 452 packages.
2. Issued 178 receiving reports.
3. Returned 2 items for credit
4. Made deliveries

### ***Meetings Held / Attended –***

### ***Trainings Held / Attended –***

### ***Special Tasks / Activities Performed –***

#### ***GSA billing***

#### ***Mileage of department's vehicles***

#### ***Upcoming Projects / Tasks –***

## **BUDGET COORDINATOR**

### ***Duties and Accomplishments***

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Began work on FY2020 Indirect Cost Proposal.
- 4) Submission and approval of FY2021 Final Budget

### ***Meetings Held / Attended –***

None



***Trainings Held / Attended –***

None

***1) Special Tasks / Activities Performed –***

***Upcoming Projects / Tasks –***

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Completion/Submission of FY2020 Indirect Cost Proposal.
- 4) Entry of FY2021 Budget into MIP.

**Expenditures Update**

Total year to date expenditures for the Finance Division for November, 2020, are \$942,912, compared to an annual budget of \$1,376,657. Total expenses for the Finance Division for year to date November, 2020, represent 68% of the total annual budget.

Education  
Yvonne Parsons

## ***Education Department***

***Yvonne Parsons, Education Programs Coordinator***

### **November 2020 Department Report**

#### **I. Department Overview**

- Yvonne Parsons, Education Programs Coordinator
- Debra Davis, Education Department Office Assistant

#### **II. Department reporting section**

- LRBOI Student Services: 3 students received school clothing/activities funding after updating addresses, total \$1500  
Using BIA Covid Relief Funds, Education began offering assistance to students/parents/families with extra expenses incurred because of Covid 19 school schedule adjustments including schooling from home, etc. Students can apply for assistance up to \$400 for Internet services, equipment required for online schooling, supplemental materials for online schooling or home schooling as a result of Covid, and masks and PPE expenses. 7 applications were received and processed in November, with funding totaling \$2,504.91. We have begun planning online activities with students using Zoom, which we have received an account for, and equipment borrowed from Tribal Council, to be replaced with equipment using Covid funds, but awaiting IT quote, so will just be ordering what we need through purchasing. We have not yet had a chance to begin practicing doing classes by Zoom, because of Covid closures.

Submitted a reduced schedule plan for Covid closures trying to limit the time we are both in the office, since our offices are connected with an open top wall. Covid closure/work from home November 18, 19, 20, We both came in on November 23, but I worked remotely Nov 24, 25, and offices closed early November 30, with both of us working remotely because of positive Covid cases in the building.

During the month of November the following meetings/events were attended:

11-16-20- Tablet and Printer assistance with IT

11-17-20 MDE Indigenous Education Website and Social Studies Preview

**Budget Expense Justification Activities performed and services rendered fall within budgeted items for the 2020 fiscal year.**

Enrollment  
Jessica Wissner

## **ENROLLMENT DEPARTMENT REPORT**

**November Monthly Report - 2020**

**JESSICA WISSNER, ENROLLMENT COORDINATOR**

### **Department Goals**

To assist all Tribal Members, as needed in terms of address changes, bereavement forms, Bereavement Benefit, new applications, helping the individuals search for documents, directing them to the appropriate departments for help, assisting in creating new Tribal ID's, PerCap information, direct deposits, check cancellations and performing any other duties that make the department run smoothly.

To continue to address the needs of the Tribe by assisting in gathering data for the various departments, by continuous verifications of Tribal Members for departments and helping with any other concerns the departments have.

To continue to update the PerCap database.

### **Department Objectives are:**

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner
- Entering new addresses
- Enter new individuals in the PerCap database
- Enter and update direct deposit and check cancelation information into the PerCap database.
- Constantly updating the Tribal Members files
- Continuously verifying tuition waivers
- Processing CDIB's
- Verifying Preference Status for Descendants and Spouses
- Set up Regular meetings

### **Duties Performed**

- Mailed out: 4 Applications forms for people seeking membership
- Sent out: 35 Address change forms
- Created 34 New and Replacement ID's from 11/01/2020 through 11/30/2020
- 177 Addresses changed from 11/01/2020 through 11/30/2020
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0

- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 0 Applications received since 11/01/2020
- List request of Membership: Tribal Court, Education
- Label request of Membership: Education
- Tribal Members Label/List/Statistical request: 0
- Statistical requests: 0
- Department Verifications:
  1. Prosecutor 50
  2. Member's Assistance 15
  3. Family Services 2
  4. Human Resources 2
  5. PRC/EHAP 13
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 9 Members passed away for the Bereavement Benefit
- Sent out 10 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 2 Tuition Waiver Verifications
- 721 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

### **Meetings**

- Director's meeting (phone conference) – November
- Remote Work Staffing Strategy – November 17<sup>th</sup>
- Leadership Roundtable – November 17<sup>th</sup>

### **Enrollment Statistics**

- Total Membership: 4,109
- Total number of Elders: 1,423
- Total number of Adults (18-54): 2,360
- Total number of Minors (0-17): 326
- Total Tribal Members living in:
  - 9 County Area: 1,703
  - Outside 9 County Area: 2,373
  - Michigan: 2,696
  - Outside Michigan: 1,380
  - Undeliverable Addresses: 33

Family Services  
Jason Cross

# Family Services Department

## November 2020 Departmental Report

### I. Department Overview:

To provide an accessible, effective, and diversified Social Services Program that will enhance and maximize individual tribal member's capabilities for greater self-sufficiency and wellbeing. In addition, it is our focus to maintain the preservation and reunification of Indian families by providing direct service, referral and case management of services for Indian children and families in compliance with the Indian Child Welfare Act.

### II. Department reporting section:

#### Information and Referral Contacts:

##### Intakes:

These contacts represent that a formal initial intake was completed and the case was processed as information and/or a referral. It was determined during the case review the information and referral process met the stated needs of the client.

##### Intakes:

<b>Manistee</b>	<b>2</b>
<b>Muskegon</b>	<b>1</b>
<b>Mason</b>	<b>0</b>
<b>Lake</b>	<b>0</b>
<b>Wexford</b>	<b>0</b>
<b>Kent</b>	<b>0</b>
<b>Ottawa</b>	<b>0</b>
<b>Oceana</b>	<b>0</b>
<b>Newaygo</b>	<b>0</b>
<b>Out Of Area</b>	<b>0</b>
<b>Total</b>	<b>3</b>

#### **Open Cases.....44**

Total number of Tribal members served in open cases: 41

Total number of descendants served in open cases: 11

Total number of individuals served in open cases: 78

#### Cases Management:

These cases represent all open cases within the Family Services Department including Indian Child Welfare Cases, Child Protective Services, Elders Services, Adult Services including, Domestic Violence and/or Juvenile Justice. These cases are maintained by a required monthly face to face contact, contact and coordination with service providers and/or agency advocacy within the nine county service areas.





### **Victim Services Program Monthly Staff Meetings**

- No meeting

### **Shanaviah Canales (Muskegon & Manistee)**

#### **Advocacy/Case Management**

- Current Cases (6); New Intake(s) (1); Cases closed (1)
  - Provided: advocacy, legal assistance, housing, transportation, safety planning, and judicial advocacy.
- Had (5) face to face meetings; (57) client phone meetings; (0) transports; (0) court hearing(s); and (0) PPO assistance

#### **Virtual Collaboration Meetings**

- 11/9 - Manistee DVSART meeting
- 11/12-11/13 – MDSVPTB Director's Agency meeting
- 11/17 – Ottawa Co. LAADSV Membership meeting

#### **Travel & Training/Webinars**

- 11/9 – Mindfulness, Wellness, & Creative Self-Care for the Helping Professional (MSU)

#### **Outreach/Education**

- N/A

#### **Grants**

- 11/23 – MTVAC/VOCA MI Tribal Mandatory quarterly meeting

### **Michol Tanner (Manistee Outreach Specialist)**

#### **Advocacy/Case Management**

- Current (3); New Intake(s) (0); Cases closed (1)
- Had (1) client face to face meetings
- Had (0) home visits
- Had (53) telephone/email contacts

#### **Supervision/Case Reviews**

- 11/25

#### **Virtual Collaboration Efforts/Meetings**

- 11/3 – HSCB Meeting
- 11/5 - Manistee Continuum of Care Meeting (New- "Super Worker")
- 11/9 - MDVSART Meeting
- 11/18 - Lakeshore Human Trafficking Task Force Meeting
- 11/23 - MTVAC Meeting
- 11/25 - OASIS DV Task Force Meeting

#### **Training/Webinars/Pod Casts**

- 11/5 - 2021 NCVRW CAP Applicant Webinar
- 11/11 - Sex Trafficking in Indian Country: Unit 2 - Identifying and Screening for Sex Trafficking
- 11/16 - Fatherhood is Sacred, Motherhood is Sacred

- 11/17 - Virtual Resource Housing Fair
- 11/19 - A Turning Point: Panel discussion on mental health issues facing Native Americans
- 11/23 - Linking Generations by Strengthening Relationships
- 11/25 - The Sex Trafficking in Indian Country: Unit 3 - Advocacy for Victims of Sex Trafficking
- 11/30 - Addressing Family Violence and Abuse

### **Outreach/Education**

- Made several social media posts.
- Wrote Michigan Senators to advocate for funding for Tribal programs.

### **Other**

- Researched best option for file sharing (SharePoint, MS Office TEAMS, Outlook Teams).
- Viewed several tutorials about using more features of TEAMS to better access files and collaborate remotely.
- Created a VSP sub team in TEAMS and populated some files.
- Added a link to the VSP website within TEAMS.
- Updated the VSP website, removing October's DV calendar and information.
- Began work on the redesign of the VSP business cards.
- Worked on file management.

### **Amber Shepard (Manistee Victim Advocate)**

#### **Advocacy/Case Management**

- Current (4), New Intake(s) (2); Cases closed (6)
- Had (0) face to face meeting
- Had (0) transportation
- Had (52) telephone contacts

#### **Supervision/Case Reviews**

- 11/10 & 11/19

#### **Virtual Collaboration Meetings**

- 11/3-HSCB zoom meeting (Manistee)
- 11/25-OASIS meeting (Wexford)

#### **Training/Webinars**

- 11/10-MiVAN: Panel Discussion on SA Response In Underserved Communities
- 11/14-ABC-Understanding How We View and Impact Difference
- 11/20-NIWRC: Tribal Consultation on Violence Against Indian Women
- 11/20-NIWRC: Crime Victims in Indian Country and the Rights They are Owed
- 11/20- MiVAN: DVS Mass Violence Response Program Review And Update
- 11/23 - NIWRC: Understanding the Dynamics & Tactics of IPV of Indigenous Survivors
- 11/23- NAFFA: Linking Generations by Strengthening Relationships
- 11/26- NIWRC: Sovereignty of the Soul: Confronting Sexual Violence in NA Communities

#### **Outreach/Education**

- N/A

## Next Generation Learning Center-November 2020

**Times of Care: Monday-Friday 5:30a-9:00p**

**12 Staff members currently on the payroll**

### Enrollment Statistics:

*Due to Child Care Licensing, CDC, American Academy of Pediatrics, and state of Michigan COVID guidelines for Child Care, NGLC is only enrolling at 50% capacity to maintain safety for children and staff.*

Classroom	No. Children Enrolled	Full Time Status 30+ hours	Part Time Status	Tribal Affiliation	Government Employee	Casino Employee
<b>Infant Classroom</b> 0-2 years old	4	4	0	0	1	0
<b>Toddler Classroom</b> 2-3 years old	9	9	0	3	4	1
<b>Preschool</b> Poplar-Three Years Old	10	10	0	5	0	3
<b>Preschool</b> Cedar-Four Years Old	10	10	0	3	2	2
<b>Preschool</b> Maple-Three/Four Years Old	10	10	0	0	1	0
<b>Preschool</b> Oak-Four Year Old GSRP	4	4	0	1	0	1
<b>School Age</b> 5-12 years	13	0 *school in session	13	1	2	0
Totals	60	47	13	13	10	7
Percentages		78%	22%	22%	18%	12%

**\*Children that have affiliation with LRBOI get first priority on wait list when occurs that fits within the schedule the family has requested. Not all siblings are guaranteed enrollment at the same time**

### LRBOI Collaborations (Sub Committees)

- Leadership Round Table
- Tribal Emergency Response Team
- MHBG Summative Focus Group

### Center Happenings:

- Ashley and Holly are working on new processes and procedures for the family handbook for the center. There will be changes in payment process, due dates, ratio, and pandemic procedures to maintain changing CDC guidelines and LRBOI POS policies.
- Currently three preschool classrooms are in quarantine due to two positive COVID cases within the building. They are scheduled to reopen December 7, and December 15. Six staff members have also been quarantined.
- Language lessons continue with online learning through Facebook page
- All preschool programs have transitioned to online learning while the classrooms are closed-Teachers continue to teach from home
- NGLC administrator is part of a panel discussion for maintaining funding for early childhood programs in the Manistee region.

**COVID closures:**

- November 19-20

**NGLC Closure:**

- Thanksgiving Break November 26-27

## LRBOI Be Da Bin Behavioral Health Program - November 2020 Report

Staff for Be Da Bin includes: Dottie Batchelder, Chemical Dependency Counselor; Angela Schwandt, Mental Health Counselor; and James Gibson "JD", contractual Traditional Healer.

Because of the Covid 19 virus, Angela and Dottie are working with clients by phone/not in person. The Traditional Healer did have sessions this month and talked/had sessions with 7 clients.

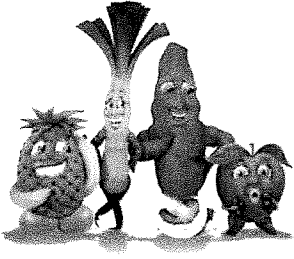
Angela is doing the telepsychiatry services with Dr. Hawley and Dottie is assisting with some clients as needed and are using the bluejean application from Dr. Hawley. Dottie has been updating/adding to the RPMS system for Indian Health Services for staff. Angela has 49 clients at this time. Angela had 69 sessions this month, 29 Follow ups, completed 4 assessments, and 7 hours of telepsychiatry. Dottie currently has 26 clients and 6 Recovery Support). Dottie had 34 sessions, 2 crisis calls (referral for treatment), and 48 follow up calls. Angela and Dottie are continuing to talk with clients by phone or texting, fixing charts, along with continuing webinars for continuing education. Both are working with Jason Cross, Director, on current grants and working on taking PTO time before the end of the year.

Angela and Dottie attended the Manistee County Suicide Prevention Coalition on November 16, all online. Dottie co-chairs the Suicide Prevention Coalition meeting, attends the State wide Suicide Prevention Meeting (11/12), Native Connection grant call (11/30), and Tribal Prevention Coalition Call (ITC) (11/19). Staff continued to keep updated on the developments for the virus and working on continued educational credits for certification needs with other numerous webinars.

7	3	3	0	7	0	0	3	0	4
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0	4	0	0	0	0	0	0	0	12
0	0	0	0	0	0	0	0	0	0
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Food Distribution  
Ken LaHaye



# Food Distribution Program

## October 2020 Monthly Report

Ken LaHaye and Meanie Ceplina

### 1 Department Overviews:

#### Goals and objectives:

The goal of Food Distribution Department is to serve income based Tribal households living on and off the reservation. Providing families with nutritional foods, using the food distribution program as directed by the USDA, we will obtain our goals by.

Certifying applications for Native American households, so they can participate in the program.

Packing and loading nutritional food for clients in a timely and respectful manner.

Delivering nutritional foods to clients who qualify for delivery.

Provide notifications of bonus items for our clients from the USDA.

Consistently meet and surpass warehouse inspections, so we can keep a clean and safe place for the food for our clients.

Submit all reports in a timely manner to Ogema & Tribal Manager, USDA and State of Michigan Snap Program.

Attend all certification classes and seminars for the USDA and Food Distribution Program and LRBOI.

Work as a team to fully reach our goals and objectives for our program and clients.

### 2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse.

Ken LaHaye submitted Snap checklist to State of Michigan.

Ken LaHaye submitted department report.

Ken and Melanie accepted in, verified, and stored incoming inventory.

Ken and Melanie Ceplina cleaned warehouse / rotated stock/ inventory stock.

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer.

Ken LaHaye and Melanie filled food orders.

Ken LaHaye and Melanie waited on clients & loaded food in their vehicles.

Ken LaHaye ordered food for warehouse for January.

Ken and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients.

Ken conducted deliveries on 11/6, 11/10, 11/12, and 11/13.

We conducted 36 deliveries.

We received deliveries on 11/5, and 11/9.

Food Distribution Office is open to the public by appointment only.

Ken was off 11/16 thru 12/07.

Ken and Melanie mailed numerous applications out to potential clients.

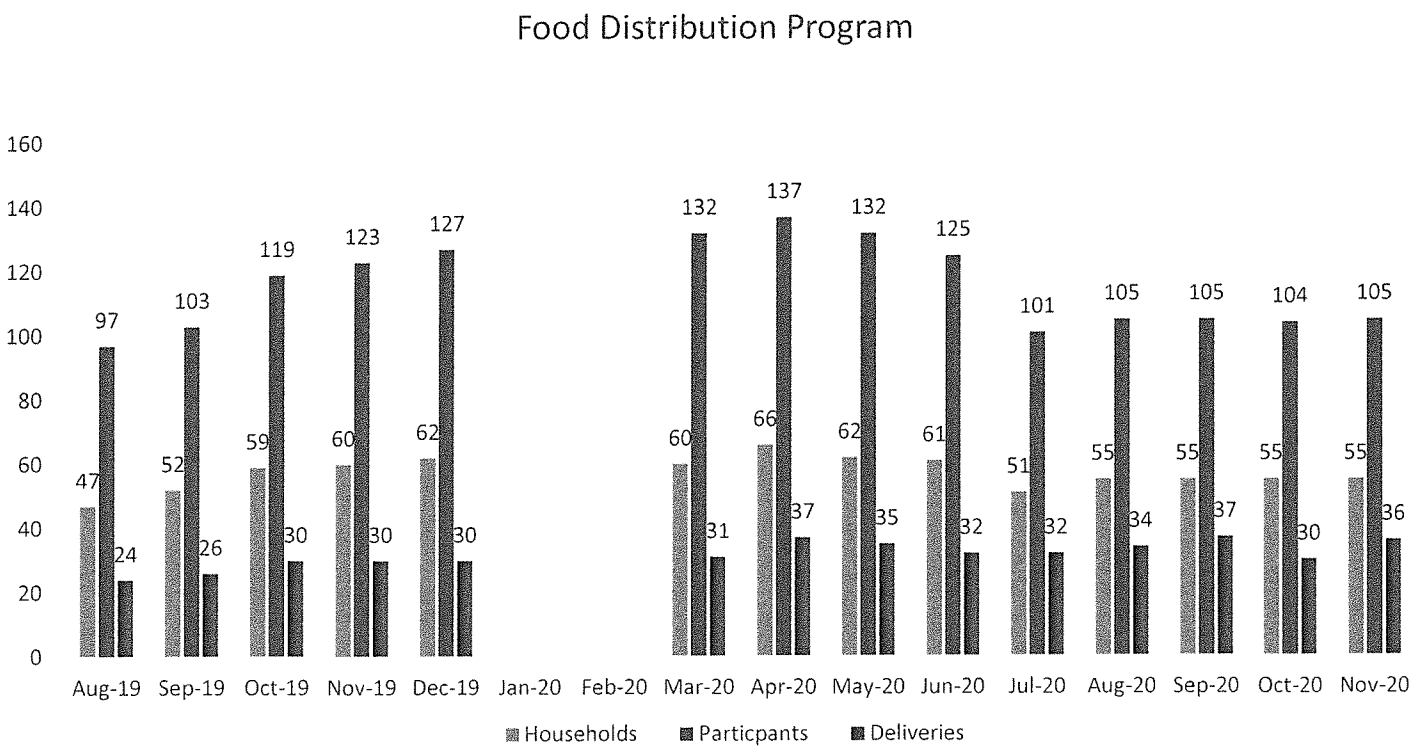


3 Meetings

- Ken attended monthly FDPIR call 11/16.
- Ken had FDPIR meeting 11/19.
- Ken attended Nutrition Education meeting 11/19.
- Ken attended remote Strategy meeting 11/17.
- Ken attended Council work session 11/23.
- Ken attended Council meeting 11/25.

4 Department Participation and Delivery Chart

This is the monthly participation chart for Food Distribution Program.



Grants  
Lyle Dorr

## Grants Department Monthly Report

October 2020

Lyle Dorr, Grant Writer

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### Key:

- New report Item
  - ∞ Updated item status from previous report(s)
  - ∅ No update, but a continuation from previous report(s)
- 

### Grant Department:

- ∅ Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government that are a fit for Little River.

### Aki Maadiziwin

- ∞ **Update 11/25/20:** There is a new IHBG, due December 10<sup>th</sup>. Tara is taking lead on getting it submitted for remaining houses at Aki and infrastructure for the final loop at Aki. There is a bit of a challenge getting the cost of infrastructure and home pricing, which is required for submission of the grant. Tara still needs to hold a work session with Council, but we did get permission to apply last week.
- ∞ **Update 11/25/20:** Working with Tara on getting Little Valley Homes (LVH) up and running on the (5) new homes awarded through the ICDBG CARES award. Bonding requirements were not accounted for in this award/bid as LVH was funded by Tribal dollars for the two home they recently completed. Neither they or this grant writer new about the need for a bond. We are working through details to get a reasonable price bond and then how to cover the cost. To date, no improvement in the cost for a bond \$30,000 and LV Homes is considering backing out of the project due to the Federal encumbrances they have been running into.

### Clinic:

- ∞ **Update 11/25/20:** Working with Dr. Wever to Coordinate CARES fund spending for various Clinic projects.

### Court:

- ∞ **Update 11/25/20:** Worked with Deb Miller to utilize CARES funds to pay for their new Court Case Management software as their current software will not be support past February 2021. This software from SolidCircle will allow for much better remote work and coordination between the Court, Prosecutor and Probation Department.

### Family Services/ Be-Da-Bin:

- ∞ **Update 11/25/20:** Worked with Jason on a Work Force Development grant to training tribal members in medical and behavioral health cares with the hopes of having them work here at LRBOI. Due Nov 13<sup>th</sup>. The project suspended due to an inability to coordinate with HR in a

timely manner on the project as HR is now over workforce development.

#### **Food Distribution:**

- ∞ **Update 11/25/20:** Food Distribution Construction Project – has gone out to bid and are due December 9, 2020.

**Note:** Material prices are up very high currently due to the hurricanes in the south and fires in the west. The delay to start building next year should help keep material prices in line and maintain the budget.

#### **Historic Preservation & Language:**

- ∞ **Update 11/25/20: (We did not receive this award) – BIA Living Languages Program application submitted \$93,940:** Worked with Kenny Pheasant on submitting a grant to update and consolidate all of resources that have been produced over the past 20 years. This update would be to provide access to anyone on any platform without incurring the repeated costs of Apps through google & apple. **Here is the 2020 recipient link:** <https://www.bia.gov/as-ia/opa/online-press-release/trump-administration-invests-3-million-preserve-native-american>

#### **Maintenance:**

- **Working with De-Ahna and Rusty on several projects related to CARES funding.**
  1. Coordinating with Van Dyken and our regular HVAC service vendors to complete repairs and installation of the new air purification system. Tribal Council has not met to approve contracts in a couple meetings now due to lack of quorum. The delay is jeopardizing our ability to spend down CARES funding for needed health and safety of Tribal workers & members as well as patrons and vendors.
  2. Assisted De-Ahna with contacting GTEC re: heaters not working at the Public Safety garage.

#### **Natural Resources:**

- ∅ **No current projects.** NR does most of their own grant writing work.

#### **Public Safety:**

- ∅ **No current projects.**

#### **Water/Waste/Renewable Energy:**

- ∞ **Update 11/25/20: (Still waiting to hear back on this grant. We should hear soon.) – Applied for a Tribal Energy Development Grant that was due Sept 1. It was for \$ 98,300:** With the help of Woven Energy Consultants, LRBOI led by Gary Lewis, Utilities Director, will 1) Establish a comprehensive baseline of LRBOI's current energy usage; 2) Define LRBOI's energy vision and roadmap to prioritize our energy investments; 3) Build LRBOI's energy development capacity by drafting a business plan with organizational formational documents and applicable policies. The total cost of this three-phase project is \$98,300. We anticipate hearing whether we have received it or not in October.
- **Update 11/25/20:** A radio signal, propagation study has been completed using CARES funds and Council approved contract for work that will allow for remote monitoring of the waist pump stations reducing exposure of staff to hazardous conditions. It will make the work environment safer and more effective for Water-waste staff.

### Special Projects:

- ∞ **Update 11/25/20: COVID19 Expenditure Plan:** Compiled a department by department COVID19 allocated & unallocated spending plan for leadership to review and advance. As Congress has not passed an extension for Tribes to spend the CARES funding to December of 2022, we are making every effort to spend what is legitimate (within guidelines) so as not to send funding back that could help the Tribe prevent, prepare for and address COVID19 issues placing a burden on the health, safety and finances of the Tribe.

Most large contracts needing approval have gone through Council. After Thanksgiving, a review of remaining funds will be completed and a determination will be made as to what more can be spent before the end of the year.

Health  
Daryl Weaver



## **Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT**

**To:** Larry Romanelli, Ogema

**CC:** Tammy Burmeister, Health Services Lead

**From:** Daryl Wever, DPM, MPH, Health Director/Physician  
Janice Grant, Clinic Supervisor  
Gina Dahlke, PRC/EHAP Supervisor  
Keith Jacque, Chief Pharmacist

**Date:** Nov, 2020

**Re:** NOVEMBER 2020 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of November 2020. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

Teresa Johnson continues to perform reception desk duties in the clinic and screens entrants for COVID-19, and continues to transport patients when needed.

Forest County Pottawatomi Insurance Department filed 88 claims on behalf of Little River in the amount of \$16,355.39 for third party revenue generation.

Operations service delivery numbers for the month of November are as follows provided in the aggregate:

**CLINIC OPERATIONS:**

472 patients scheduled

9 patients NO-SHOW to scheduled appointments

15 patients provided SAME DAY appointments for emergent matters\*\*

173 cancelled appointments

305 patients attending CLINIC PHYSICIAN appointments\*\*

15 patients PHONE TRIAGE\*\*

255 Chart Reviews – notifications to providers requiring action by providers and staff\*\*

29 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN NOVEMBER (Total Patient Volume): 580

Diabetic patients: 69

Flu Vaccines: 19

Injections: 7

Nursing Visits: 5 \*\*

On-site Labs: 262

COVID Tests: 158

\*\*Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,316

DIRECT CALLS TO CLINIC OPERATIONS: 824



**COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:****NOVEMBER 2020**

TRANSPORTS (INCLUDES CHR TRANSPORTS): 13

TRAVEL HOURS: 28

SERVICE HOURS: 18

NUMBER SERVED: 13

## CHR ACTIVITY

## LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 120 hours

COMMUNITY VISITS: 0  
TRAVEL HOURS: 0  
SERVICE HOURS: 0  
NUMBER SERVED: 0

HOME VISITS: 0  
TRAVEL HOURS: 0  
SERVICE HOURS: 0  
NUMBER SERVED: 0

GOV'T BUILDING VISITS: 0  
SERVICE HOURS: 0  
NUMBER SERVED: 0

PHONE CALLS: 0  
CALLS – UNABLE TO CONTACT: 0  
HOME VISITS SCHEDULED: 0  
HOME VISITS REFUSED: 0  
HOME VISITS CANCELLED BY PATIENT: 0  
HOME VISITS RESCHEDULED: 0  
HOME VISITS CANCELLED BY CHR: 0  
DUE TO TRANSPORT: 0  
DUE TO ILLNESS: 0  
HOME VISITS RESCHEDULED: 0

MEDICATION PICK-UP/DELIVERIES: 1 (included in number served & clients served)  
TRAVEL HOURS: 1/2  
SERVICE HOURS: 1/4  
NUMBER SERVED: 1

TOTAL TRAVEL HOURS: 28 1/2

TOTAL SERVICE HOURS: 18 1/4

TOTAL CLIENTS SERVED: 14

**PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$66,000**

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1398

TOTAL PRC PAID IN NOVEMBER: \$44,007.69

PHARMACY/OTHER: \$32,034.74

DENTAL: \$11,972.95

TOTAL PATIENTS: 194 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 435

TOTAL CLAIMS ENTERED: 327

TOTAL PRC PAID 2020: \$535,376.86

TOTAL EHAP PAID IN NOVEMBER: \$21,733.17

TOTAL EHAP PAID 2020: \$327,157.98

TOTAL ENROLLED EHAP/LRBOI: 1352

NEW APPLICATIONS MAILED OR GIVEN: 14

REASSESSMENTS MAILED OR GIVEN: 6

**MEDICARE LIKE RATE (MLR) Savings for NOVEMBER 2020**

Claims submitted: 40

\$63,664.37 (total submitted)

-\$17,938.94 (what we paid)

**\$45,725.73 (total savings)**

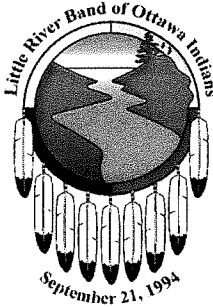
**PHARMACY:                      NOVEMBER 2020**

Active patients:            338  
Prescriptions filled:      1400

Insurance charges:                      \$ 109,039.70  
Insurance payments received:        \$ 108,130.31  
Non-member cash/copays received:      \$ 318.65

PRC-equivalent write offs:  
  LRBOI:                      \$ 24,387.16  
  Other Tribes:               \$ 2261.95  
  TOTAL:                      \$ 26,649.11

Housing  
Tara Bailey



## **Little River Band of Ottawa Indians**

### **Housing Department**

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

### **HOUSING DEPARTMENT**

#### **Report to the Ogema**

#### **For November 2020**

#### **Staff**

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Jim Stuck – Housing Maintenance Technician

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

#### **Department Overview**

**Goals:** To promote affordable housing opportunities for all Little River Band Tribal Members.

**Objectives:** To provide our goals in a fair and equitable way to all members.

#### **I. Housing Activities.**

- A. During the month, the Department performed the following activities.

Lease renewals due during the month: 3

Leases renewed: 3

New leases: 3

Annual Inspections: 0 (Annual inspections on hold still due to COVID-19)

Move-out Inspections: 4

Move outs: 3

Transfers: 1

- B. Down Payment and Closing Cost assistance grant (HI 100).

Applications received this month: 0

Total Number of Awards made during the Year: 14

Total Amount of Awards for the Year: \$69,411

The Housing Department has assisted with \$3,042,756 in home loans for tribal members through the Down Payment and Closing Cost assistance Grant since 1/1/20.

- C. The two new market rental homes are now occupied.

- D. Started preliminary planning for a ICDBG project for additional homes in the lower circle area. Met w/Pat McKay from GTEC. The plan is to apply for grant in December

- E. Put together PPE supplies kit for all Aki residents and the bags were distributed on Nov 19-20 to each door. Had enough to also give out 10 bags to tribal elders who do not reside in Aki but come for meals.

- F. Housing Director attended Leadership Training on 3 Thursdays during the month.

- G. Housing received their own electrostatic disinfectant spray machine and used to clean 2 units during the month and the elder's complex community area and hallways.

#### **II. Rental Payment Information for the Month.**

- A. Notice of Delinquency issued: 0

- B. Termination Notice(s) issued: 0
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

**III. Condition of Properties.**

- A. Nothing major has occurred this month regarding our units.
- B. All work orders completed and up to date, nothing outstanding at this time.
- C. Maintenance currently has 4 units to complete for a move in at this time, this allows maintenance staff to work independently from each other.
- D. All plow equipment has been checked and is ready for winter and received our supply of salt.

**IV. Number of Units and Vacancies.**

LRBOI Housing Department has 81 rental units in total of which 76 were rented giving us an occupancy rating of 94%.

- A. Aki has 55 income based rental units of which 52 were rented during the month as follows:
  - 1. Aki has 9 low income elder designated rental units and 8 units are rented.
  - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
  - 3. Aki has 28 low-income family rental units and 27 are rented.
  - 4. Aki has 6 low income family ADA rental units and 6 are rented.
  - 5. Aki has 10 low income elder designated apartment rental units and 9 units are rented.
- B. Aki has 26 Fair Market rentals and 24 are rented.

**V. Significant Problems and Accomplishments.**

- A. An issue has risen with the Little Valley Homes contracts in that they cannot get bonded for the project which is a requirement of HUD. They then issued a letter stating they wish to extend the project timeline, have all funds in escrow and for us to cover part of the cost of the bond. This has been turned over to legal and a request has gone to HUD. The request to HUD is to extend the project timeline, and since the grant was written as a sole source, if we can now go to bid for the homes. Still waiting on a reply from HUD.

**VI. Plans for the Future.**

- A. Starting preliminary plans for a new project for low income housing in the bottom circle area as the upper portion only has about 5 lots left to build on.

**VII. Other Information**

- A. The elder's complex common areas have been cleaned and closed down until further notice due to COVID concerns.
- B. The housing department has funds available still to get supplies for additional bags of PPE supplies to distribute to tribal members, this will be done before closing for Christmas break. There are enough funds for approximately another 60 bags.
- C. Starting in December, in an attempt to reduce the amount of contact between housing staff and residents, all lease renewals will be sent out via mail and send back to housing via mail or our drop box. Also, maintenance will only be completing emergency work orders until further notice.

**End of Report**  
**Tara Bailey, Housing Director**  
December 2, 2020

Cc: File



Photo of PPE supplies sent out to residents.

Human Resources  
Jeff Simpkins



**To:** Ogema Romanelli

**From:** J. Simpkins

**Subject:** November 2020 HR Department Report

**Date:** 12/10/20

**Department Purpose:** Professionally strengthen our community through a great H.R. experience.

**HR Primary Mission:** Work in partnership with leaders and team members to drive quality H.R. service through the employee life cycle that develops opportunity and enhances our endless potential.

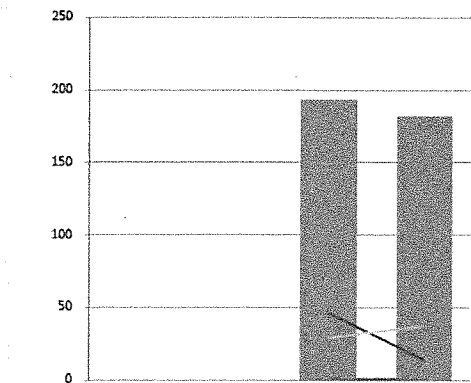
### **1) HR 2020 Operational Plan**

- a) The 2020 Operational Plan currently includes 73 projects and major tasks. This list began with 27 items on 1/1/20 and we added 2 this month.
- b) November Summary: The theme for November was “go, go, wait-stop, change directions!” November included lots of great work on our core activities and a number of unplanned COVID-19 projects. November saw continued growth in the Workforce Development process. We launched two projects in conjunction with MichiganWorks, and came up with a creative solution to improve the Adult work Experience program. HR continued with significant talent acquisition work that included advertising, evaluating candidates and interviews. November saw a number of unplanned COVID tasks and projects as the organization worked through multiple closures and other related events. We also helped the team with new procedures, and continued administering existing SOP. We launched another series of CORE Leadership with The Employers Association, this time in an online environment. What a great learning opportunity for everyone involved! We launched the 2021 Open Enrollment cycle, with a number of announcements, email blasts and newsletter articles. Our focus this year in open enrollment is great communication. We continued to focus on communication, both with leaders and team members, including continued publication of the employee newsletter, The River Resource. In November, we made the decision to discontinue distribution of the newsletter by email at year’s end. This will help cut down on storage space used in the LRBOI and cloud systems. Finally, we continued significant work on our own internal department development to improve the HR customer experience. We thank our partner team members and departments for the great collaborative work, and we look forward to continuing these partnerships. Thanks Team!

### **2) Talent Acquisition**

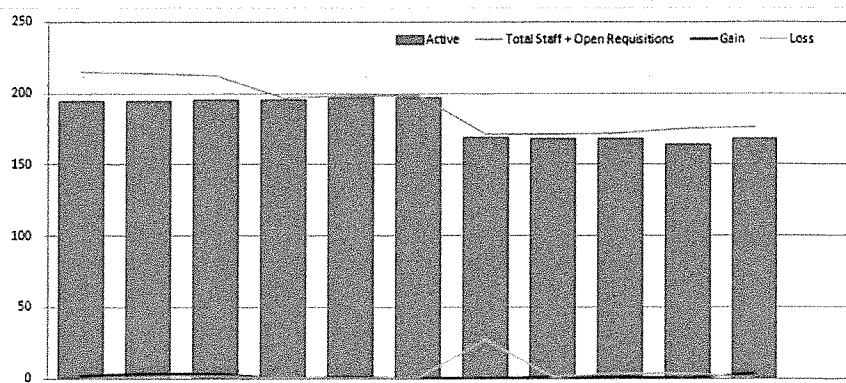
- a) Talent Acquisition
  - i) Number of Hires During the Month: 3
  - ii) Number of Hires Year to Date: 13
  - iii) Number of Applicants Year to Date: 38 (Since 10/1)
  - iv) Number of Open Positions: 8
  - v) Updated Recruiting Work Priority: Select positions only as approved.
  - vi) Turnover: 0
  - vii) A Conservation Officer candidate accepted the LRBOI offer and is scheduled to start in January. Congratulations to Public Safety, and thanks to Alicia Knapp!

## Staffing



Variables	2019	2020
Active	194	183
Inactive	3	1
Total Staff	197	184
Open Requisitions	8	7
Total Staff + Open Requisitions	205	191
Average Fill %	96.1%	96.3%
Gain	46	14
Loss	29	37
Net Gain (Loss)	17	-23

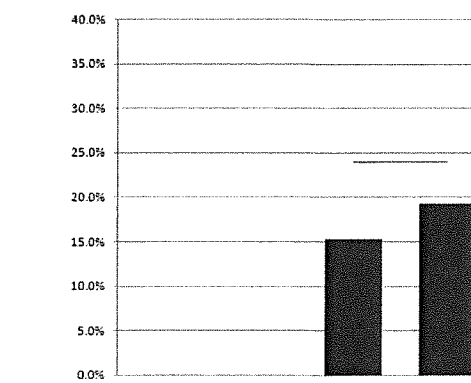
Michigan Unemployment  
Michigan/National U6



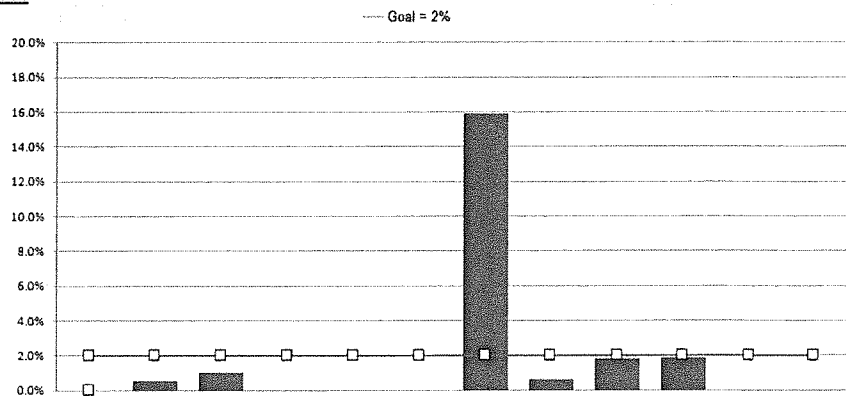
Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
194	194	195	195	197	197	169	168	168	164	168	
1	2	2	2	1	1	1	2	0	1	0	
195	196	197	197	198	198	170	170	168	165	168	
20	18	15	0	0	0	1	1	4	10	8	
215	214	212	197	198	198	171	171	172	175	176	
90.7%	91.6%	92.9%	100.0%	100.0%	100.0%	99.4%	99.4%	97.7%	94.3%	95.5%	
2	3	3	0	1	0	0	1	1	0	3	
0	1	2	0	0	0	27	1	3	3	0	
2.0	2.0	1.0	0.0	1.0	0.0	-27.0	0.0	-2.0	-3.0	3.0	

3.8% 3.6% 4.3% 22.7% 21.3% 14.9% 8.7% 9.7% 8.5% 0.0% 0.0% 0.0%  
0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0%

## Turnover



Variables	2019	2020
Turnover Percentage	15.2%	19.2%
Total Separations	30	37
Average # of Associates	197	193



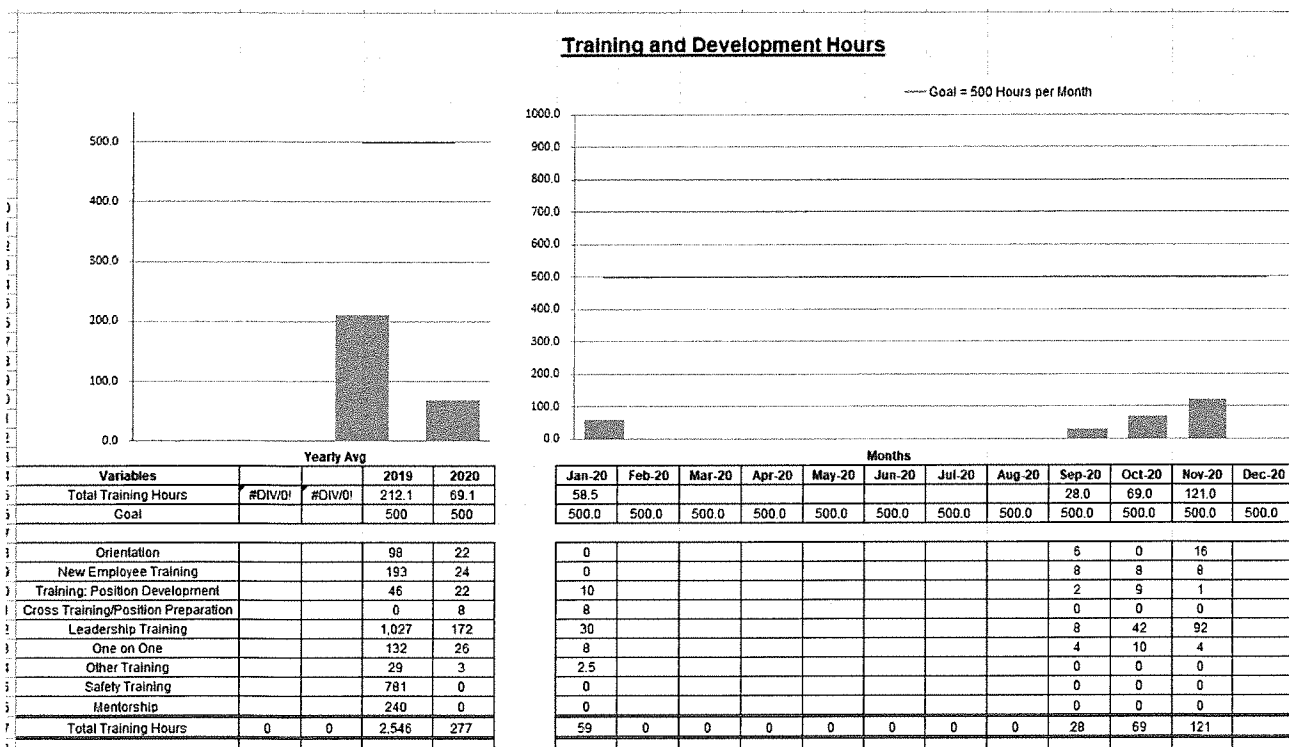
Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
0	1	2	0	0	0	27	1	3	3	0	0
195	196	197	197	198	198	170	170	168	165	167	0

## 3) Talent Development and Relations

### a) Continued leadership development.

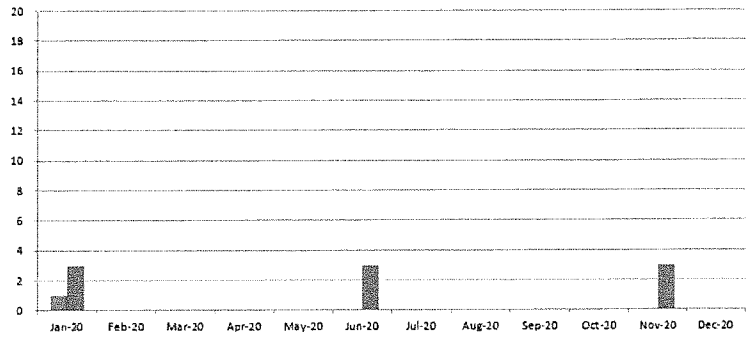
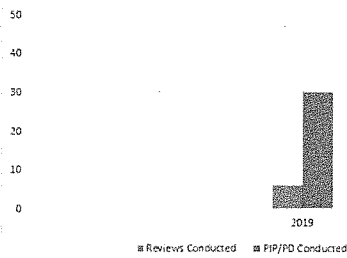
- HR assisted the organization and leaders through key issues, including employee communication. We continued the Leadership Roundtable series, with 13 leaders in attendance.
- Provided additional HR support to the leadership of various departments. In November, this included providing job description support to two departments.

- iii) Assisted individuals and leaders through our updated SOP and other protocols in response to COVID-19 requests.
  - iv) Learned that our new Orientation process could benefit from additional improvement, particularly with planning, coordination and scheduling.
  - v) Conducted to prepare for re-launch of the Performance Management system. Loaded HR competencies into the SABA system in preparation for the upcoming review cycle.
  - vi) Launched CORE Leadership training with 6 participating leaders.
  - vii) Completed work on a new Background Check Questionnaire.
- b) HR Department Development Initiatives:
- i) Continued HR Newsletter publication to help team members stay informed and connected. Decided to discontinue email distribution in 2021.
  - ii) Launched the HR 2021 planning process with our first session, a review of 2020. This included accomplishments, issues, concerns and customer feedback.
  - iii) Continued file migration to O365 storage solutions.
  - iv) Continued working the project to move responsibility for employee badges from IT to HR. We printed our first badge in November. Thanks to IT and Mindi Smith!



#### Performance Events (Reviews/PIP)

Performance Events (Reviews/PIP)



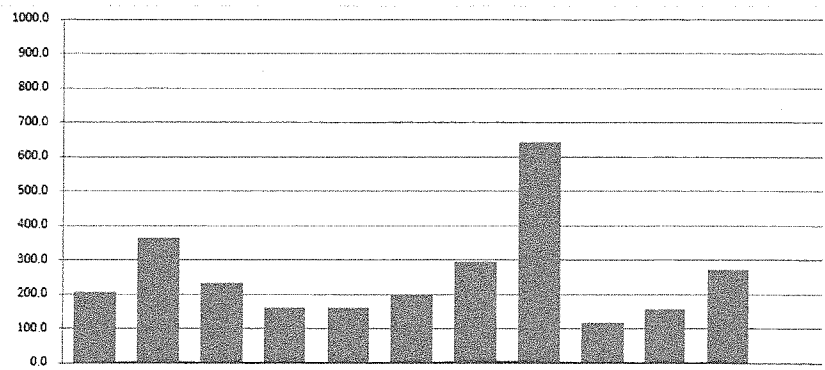
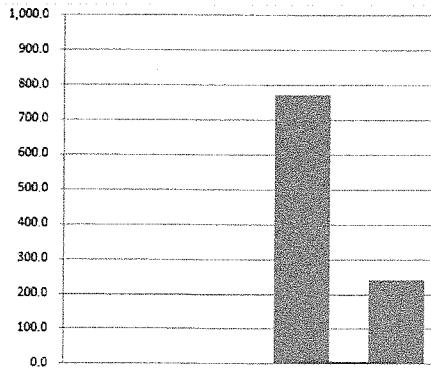
Variables	Year	
	2019	2020
Percent of Staff Receiving Feedback	97%	100%
Reviews Conducted	6	1
PIP/PD Conducted	30	9
Total Staff	197	2021

Months											
Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
2%	0%	0%	0%	0%	2%	0%	0%	0%	0%	2%	
1	0	0	0	0	0	0	0	0	0	0	
3	0	0	0	0	3	0	0	0	0	3	
195	196	197	197	198	198	170	170	168	165	167	

#### 4) Benefits and HR Administration

- Continued working to improve benefit processes.
- Actions Taken:
  - Benefits Work Priority: 1 – 2021 Dental/Vision Renewal Process, 2 – 2021 Open Enrollment, 3 – Benefit Reconciliation Process, 4 - Assisting Team Members with Benefit Requests
- Continued processing 401(k) loans with our third-party administrator, KDP.
- Prepared the ancillary benefit renewal information for Tribal Council consideration.
- Launched Open Enrollment process for 2021. Included a number of announcements, email blasts and newsletter articles to help team members with the process.
- Leave Notes
  - Leave Hours increased slightly in November for a second consecutive month.

### Leave (Excluding PTO and Holidays)



Variables		2019	2020
Total Leave Hours	#DIV/0!	771.9	241.5
Total Leave Events	#DIV/0!	28.3	0.3
Number of FTE Positions		4.8	1.5

Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
207.13	364.50	234.50	160.00	160.00	200.00	296.00	642.00	118.00	158.50	271.00	
0.00	0.00	0.00	1.00	1.00	2.00	3.00	13.00	12.00	12.00	14.00	
1.29	2.28	1.47	1.00	1.00	1.25	1.85	4.01	0.74	0.99	1.69	

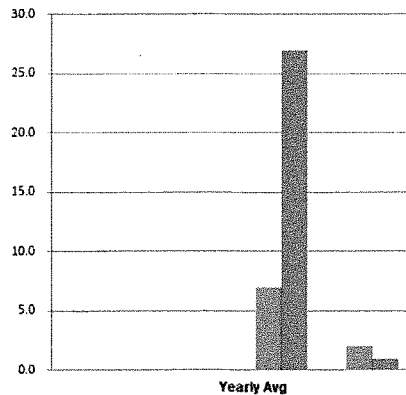
Leave Hours by Type				
Bereavement			1,144	632
Education			345	184
FML			5,036	1,656
IFML			267	7
Jury Duty/Tribal Witness			0	0
LOA			768	192
Military			0	0
Parental			0	0
Wellness			380	141
Total Leave Hours	0	0	7,920	2,812

Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
32.00	144.00	32.00	0.00	0.00	40.00	24.00	88.00	64.00	72.00	136.00	0.00
64.00	24.00	24.00	0.00	0.00	0.00	0.00	24.00	12.00	24.00	12.00	0.00
72.00	160.00	160.00	160.00	160.00	160.00	272.00	368.00	32.00	0.00	112.00	0.00
7.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	152.00	0.00	40.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
32.00	36.50	18.50	0.00	0.00	0.00	0.00	10.00	10.00	22.50	11.00	0.00
207	365	235	160	160	200	296	642	118	159	271	0

## 5) Safety

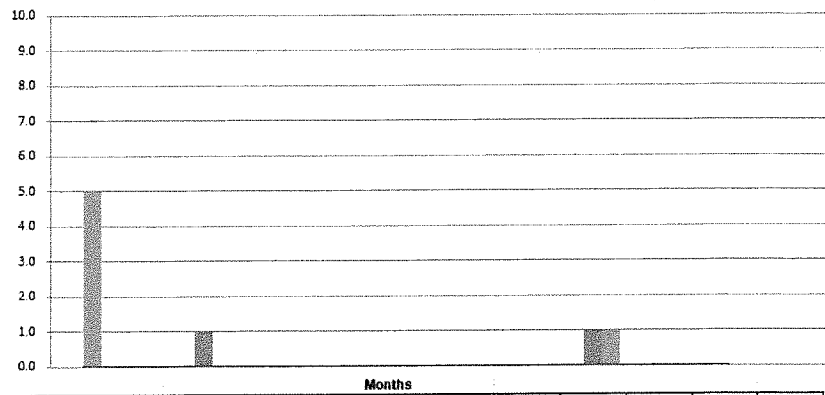
- Assisted as the organization worked through multiple precautionary closure events.
- Assisted in developing a new SOP in the event LRBOI experiences a significant spike in COVID positive team members in a short period. Participated in planning the first test of this SOP.
- Continued COVID-19 tracking.
- Added COVID-19 SOP and Forms to the L-Drive.
- Continued development of an updated safety plan in conjunction with our Risk Control Consultant from Acrisure. In November, we reviewed the importance of a safety culture with the Leadership Roundtable group.
- Recordable Injuries: 0
- Near Miss/1<sup>st</sup> Aid: 0

### Safety (Recordable Injuries and Near-Miss Incidents)



Variables			2019	2020
Total Recordable Injuries			7.0	2.0
Goal				0
Total Near-Miss Incidents			27.0	1.0

Strain/Sprain			4	0
Laceration			1	1
FBE			0	0
Fracture			1	1
Illness			1	0
Other			0	2
	0	0	7	4



Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
0.0	0.0	1.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	
0	0	0	0	0	0	0	0	0	0	0	
5.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	0.0	0.0	

0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	1	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	1	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	2	0	0	0
0	0	1	1	0	0	0	0	2	0	0	0

## 6) Tribal Preference Report

### LRBOI TRIBAL GOVERNMENT

#### EMPLOYMENT SUMMARY INDIAN PREFERENCE IN EMPLOYMENT ORDINANCE #15-600-02

##### CURRENTLY EMPLOYED

##### November 2020

TM	NA	D	S	NP	TOTAL
60	9	10	6	56	141
10	1	1	3	15	30
11	2	0	0	1	14
4	2	0	1	1	8
85	14	11	10	73	193

EXECUTIVE  
GAMING  
LEGISLATIVE  
JUDICIAL  
TOTAL

##### Prior Month

59	8	10	6	56	139
10	1	1	3	14	29
11	2	0	0	1	14
4	2	0	1	1	8
84	13	11	10	72	190

EXECUTIVE  
GAMING  
LEGISLATIVE  
JUDICIAL  
TOTAL

## Notes on Tribal Preference:

1. November Tribal Preference Employment was 62.2% of total employment, an increase of 0.4% from last month due to November preference hires.
2. Data since January 2019 shows the following:
  - a. The organization is receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes).
    - i. 2020 Tribal Preference applications are 11.8% of all applications received.
    - ii. 2019 Tribal Preference applications were 14.1% of all applications received.
  - b. Tribal Preference applicants are experiencing issues with position qualifications, as evidenced by the following data:
    - i. 2020 Tribal Preference hires are 33.3% of all hires (3 out of 9).
    - ii. 2019 Tribal Preference hires were 26.7% of all hires (12 out of 45). Great job Hiring Managers!

## 7) Workforce Development

- i) The Tribal Development Team continued operations in November. The team conducted launch meetings with MichiganWorks! Partners on two projects, Strategic Planning and a Pilot Apprenticeship program.
- ii) We received our first 2021 request for the Work Experience program.
- iii) Utilized the Work Experience program in a new way to provide a pathway for full-time employment. Alicia Knapp worked with the hiring manager to create a program that includes one-on-one coaching that can lead to full-time work. Thanks Alicia!
- iv) New Requests for WFD Service: 2
- v) Total Requests: 16
- vi) Processes Completed: 10

Information Technology  
George LeVasseur



Information Technology Department  
Monthly Report  
November 2020

**IT DIRECTOR – GEORGE D. LE VASSEUR**

*Duties and Accomplishments –*

1. The new Cisco Router has arrived, and configuration is dependent on time available from our contracted network consultant.
2. The new Cisco Firewall has arrived, and configuration is dependent on time available from our contracted network consultant.
3. Virtual and cloud backup systems configuration complete.
4. On Premise server backup to disk is in progress. New disk space has been acquired and a new server is needed this system will be setup in the NRD Office Server room. Providing two offsite backup systems.

**5. Mandatory IT Projects by order of priority:**

- a. November 2020
  - i. Government remains open by appointment only due to pandemic.
  - ii. New laptops with mobile access for all critical employees continue to be delivered. The IT Staff is deploying them as quickly as we can. These devices remain a priority.
  - iii. Training the users of these devices has proven to be a challenge for the IT Staff due to time constraints.
  - iv. Support All Operations
6. 180 new IT work orders were opened in November 2020 and 156 IT work orders completed in November 2020.
7. IT Remains severely understaffed and is unable to keep up with daily operational demands.

*Meetings Held / Attended –*

1. Held Departmental Staff Meetings.
2. Held Planning sessions for 2020 IT Projects.

*Trainings Held / Attended –*

*Special Tasks / Activities Performed –*

Set up Live Stream and Zoom and other interactive sessions for various employees and groups.

Maintenance  
Rusty Smith

## ***Facilities Management Department***

2020 November Monthly Report

*De-Ahna Underwood, Administrative Assistant III*

### **I. Department Overview**

#### **Goals & Objectives**

Keep all mechanical aspects of our facilities in proper working condition through preventative maintenance practices

Maintain the department's budget within LRBOI guidelines

Maintain buildings and structures

To provide and maintain a safe and clean work environment

#### **Objective**

Provide quality services to ensure the health, safety and wellbeing of employees, guests and maintain the life expectancy of our facilities

### **II. Department Reporting Section**

Overview of Facilities Management Department activities for the month of November.

Maintenance and EVS Technicians, short staffed off and on for the month of November.

GoFMX Generated Work Order Total	28
⊕ Plumbing	1
⊕ Installation/Build/Assemble	8
⊕ Recycling	2
⊕ Electrical	4
⊕ HVAC	0
⊕ Supply Delivery	4
⊕ Other	8
⊕ Office	1
⊕ Additional- Out of usual scope	0
Responded to calls not entered GoFMX.	

#### Aki Community Center:

11/3 I contracted Temperature Control. 11/16 scheduled inspection. 11/19 I contacted them again, TC waiting for part. 12/2 I contacted TC again, repairs were being completed that afternoon.

#### Justice Center:

Restroom dispensers installed for the new restroom in the DPS Garage.

Serviced vehicle, 21,24,25, and 26.

I was contacted and informed there was no heat in the Public Safety Garage. I have zero information on this building and its mechanical operations. Square footage, blueprints,

serial, model, warranty, vendors, date and install information needed to maintain this building.

Fishers contracted to fill propane tanks; it was low.

Found information on contractor and he contacted the vendor that installed the ceiling heaters and repairs were made. There should be no charge due recently being installed and most likely under warranty.

Blarney Castle contacted to fill generator.

#### Food Distribution

Delivered cleaning supplies, paper products and picked up cardboard for recycling.

#### Government Center

Notified cubicles received and immediately moved them to the 2<sup>nd</sup> floor. Unpacked and asked to stop work.

Blarney Castle contacted to fill generator.

Work Orders Open: finish the install of the 3 exam chairs, reinstalling TV outlets, hang 15 Christmas light decorations on parking light poles, string Christmas lights on 7ft pine trees along the side of the Clinic and string lights on 7ft pine trees by the main east entrance on US 31.

#### Natural Resource Department

Deck shut down for a couple of days for safety repairs. Inspection and maintenance planned for April 2021.

#### Contract Status

2021 Van Dyken master service agreement approved by Council.

2021 CLS mat and linen service agreement approved by Council.

2020 Fall HVAC for the Government Center, stopped due to closure, rescheduled for 12-4-2020.

#### Recycling for Sustainability

Paper and cardboard.

### **III. Budget Expense Justification**

There are standing purchase orders open until December 31, 2020.

### **IV. Travel and Trainings**

Nothing to report; Facilities does not have a Travel and Training budget.

Legal Assistance  
Mary Witkop

Little River Band of Ottawa Indians  
Members Legal Assistance Attorney  
Mary K. Witkop  
3031 Domres Road  
Manistee, MI 49660  
231-398-2234

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MONTHLY REPORT

To: Larry Romanelli  
From: Mary K. Witkop  
Date: December 7, 2020  
Re: November 2020 report of activities

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Number of tribal members assisted on new issues	79
Number of referrals received	6
Number of continuing cases:	56

Types of legal issues:

Child support	Land Contract - Forfeiture
Probate Estate	Criminal
Divorce	Real Estate
Wills	Estate Planning
Post Divorce Matters	Arrest Warrant
Trusts	Parenting Time
Repayment for Medicaid Benefits by Estate	Grand Parent Visitation
Custody	Judgment of Divorce
Residential Lease – Early Termination	Evictions
Land Contract	Garnishment
Medical Power of Attorney	Child Support Arrearages
Trust Administration	Letters of Authority
Codicil	Illegal Search
Amend Trust	Small Probate Estate
Power of Attorney	PPO - Out of State
Domestic Violence	Adult Conservator - Modify
Power of Attorney – Out of State	Paternity
Civil Lawsuit for COVID	Estate Debts
Estate Planning – Amendments	PPO Objection Hearing

Guardian – Minor  
Limited Guardian – Minor  
Social Security Disability  
Contracts  
Lease Violations  
Abuse Neglect of Minors  
No Fault Insurance  
Claims Notice  
Inheritance  
Garnishment of Income Tax Returns  
Low Income Leases  
Termination of Lease

Personal Protection Order  
Adult Guardian – Modify  
Stimulus  
Peacemaking  
Landlord Tenant Issues  
Mini Tort  
Certificate of Trust  
Real Estate Closing  
Order of Paternity  
Mutual Restraining Order  
Class Action Lawsuit  
Preliminary Examination

Sample of Work Performed:

Assisted a tribal member who was incarcerated file the necessary documents to obtain the federal government COVID-19 stimulus funds

Assisted a tribal member attempt to terminate their lease early without paying an early termination fee

Assisted a tribal member obtain an order that the father of their child was the legal father and obtain child support

Assisted a tribal member with the best way to turn themselves in after discovering a warrant for their arrest

Assisted a tribal member who as an adult with a conservator change the conservator to someone who they wanted

Members Assistance  
Jason Cross (Interim)



# **Members Assistance Department**

## **November 2020 Departmental Report**

Jason Cross – Director

Linda Wissner – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Jennifer Black – Cafeteria Worker

### **Department Overview:**

#### **Goals**

Meet the needs of the individual and/or family by providing programs for health and safety, continued utility service, and other services requested by tribal members that are identified as a need or crisis. Maintain a quality relationship with the members of the Tribal community. Utilize a centralized intake process for the Tribal community to contact for program information and to receive prompt services and/or referrals.

#### **Objectives**

- Promote health, safety, self-sufficiency, and personal growth in individuals and family members by providing confidential, consistent, effective, and timely services.
- Respond to all requests for family support and referral services to ensure the most assistance is provided to the eligible member and/or family.
- Advocate and/or provide funding for Indian specific programs to fill the needs of the local and at-large communities based on membership requests.
- Inform membership of existing local and Tribal resources and coordinate service assistance.
- Network with Tribal service departments and/or agencies to maximize utilization of services and information available to the members of the Tribal community.

### **Current Assistance Programs**

- Food Assistance Program – Available throughout continental U.S.
- Low Income Energy Assistance Program - Available throughout continental U.S.
- Rental and Mortgage Assistance Program - Available throughout continental U.S.
- Elder Chore Assistance Program - Available throughout continental U.S.
- LIHEAP Assistance Program – Available to nine county service area.
- I.H.S. Well and Septic Program - Available to nine county service area.
- Title IV Elder Meal Program – Available to Elders age 55 and older.

## Department Reporting Section

### 1. I.H.S. Well and Septic Program

- a. MOA BE-18-K28 \$364,000
  - i. Total expensed \$376,491.48
  - ii. Budget remaining -3%
  - iii. 14 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
6	2	2	0	4	0	0	0	0	0

### 2. Food Assistance Program

- b. Budget \$45,000
- c. Total expensed YTD \$11,700
- d. 74% Remaining
- e. 57 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
15	2	4	0	9	3	2	6	3	13

### 3. Rental and Mortgage Assistance Program

- f. Total Budget \$50,000
- g. Total expensed YTD \$9,743.46
- h. 81% Remaining
- i. 17 Total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	0	0	0	3	0	0	3	0	4

### 4. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$8,459.13
- l. 79% Remaining
- m. 39 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
11	1	3	0	7	2	1	5	0	9

### 5. LIHEAP – DHHS Grant Funded Program FY 2020

- a. Total Budget \$158,083
- b. Total expensed to date \$75,684.84
- c. 51 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
23	3	2	0	9	5	0	7	2

### 6. Elder Chore Program

- d. Total Budget \$10,000
- e. Total expensed YTD \$5,170.00
- f. 49% Remaining
- g. 26 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
9	0	1	0	5	0	1	4	0	6

**7. Emergency Transportation**

- h. Total Budget \$22,000
- i. Total expensed YTD \$4,395.71
- j. 80% Remaining
- k. 21 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
5	2	1	0	3	1	0	1	1	7

**8. LRBOI Home Repair Program 2020**

- l. Total budget \$100,000
- m. Total expensed YTD \$9,190.00
- n. 91% Remaining
- o. 4 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
0	1	0	1	1	0	0	1	1	0

**9. Bereavement Program**

- p. Total Budget \$453,000
- q. Total expensed YTD \$400,100
- r. 12% Remaining
- s. 60 members accessed this program
- t. Average age at passing is 65.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	1	1	1	15	1	0	5	0	29

**10. Elders Insurance**

- u. Cost per Elder \$175.71 Medical and \$112.00 prescription benefit per month.
- v. 315 Elders enrolled in program.
- w. September invoice \$90,825.97

**11. Department Ongoing Activities**

- x. Mailing, receipt, follow up, and processing of program applications.
- y. Staff assisting with case management in collaboration with other departments.
- z. Maintaining program logs and expenditures.
- aa. MMAP – Linda Wissner maintaining service delivery.

**12. Applications**

Mailed	Picked up	Emailed	Faxed
164	7	22	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
72	37	17	41	24	34	20	9	6	0

**13. Office Visits**

bb. 0 visits for the month

Respectfully submitted,

Jason Cross, MSW  
MA Supervisor

Natural Resources  
Frank Beaver



**Gaá Čhíng Zíibi Daáwaá Aníshinaábek  
LITTLE RIVER BAND OF OTTAWA INDIANS  
NATURAL RESOURCES DEPARTMENT  
310 9<sup>th</sup> Street  
Manistee, MI 49660  
(231) 723-1594**

**November 2020 Monthly Report  
Frank Beaver, Director**

The mission of the Natural Resource Department is to maintain the cultural, spiritual and physical existence of the Little River Band of Ottawa Indians by protecting, preserving and when necessary, enhancing the naturally occurring resources within the Tribe's 1836 Ceded Territory.

Department Objectives:

1. Protecting the fisheries within the 1836 Ceded Territory through:
  - The collection of essential information for the management of commercial, ceremonial and subsistence fishing;
  - Promoting stability of desired fish populations through continual assessment, monitoring and restoration when necessary;
  - Obtain relative abundance and population characteristics of fish stocks;
  - Collaborate with other management agencies in monitoring and assessing Great Lakes and Inland fisheries;
  - Participate in the Lake Michigan Lake Sturgeon Workgroup and on the Lake Sturgeon Steering Committee; and
  - Participate in the Lake Michigan Technical Committee in coordination and data sharing for Lake Michigan fish community management and assessment.
2. Continue focus on environmental priorities identified in the current Tribal Environmental Agreement (TEA) by:
  - Implementation of the Water Quality Monitoring Program;
  - Development of a non-point source monitoring program;
  - Increase involvement in Great Lakes Basin issues affecting the ecosystem of the 1836 Ceded Territory;
  - Recycling
  - Continuing monitoring air quality.
3. Protecting wildlife within our native lands through:
  - Monitoring Tribal harvest of subsistence hunting and trapping.
  - Monitoring and indexing species populations within the 1836 Ceded Territory.
  - Responsible Hunting and Trapping Regulations; and
  - Mapping and inventory of Tribal lands and the Ceded territory.

The department issues harvest tags for Elk, Bear, Deer, Turkey, United States Forest Service (USFS) access passes for the Manistee Huron National Forest, a lifetime pass to the Sleeping Bear National Dunes park, harvest fishing report forms, Tribal trespass permits, camping permits, Commercial and Subsistence Great Lakes fishing licenses and permits, other special Ceremonial Use permits and information on current Tribal Regulations governing the use of the natural resources within the 1836 Ceded Territory.

Monthly, the department prepares newsletter articles, staff reports, participates in Staff, Natural Resource Commission, Tribal Management Team meetings and also, in meetings and negotiations with Intertribal, State and Federal agencies and special interest groups.

### **Administrative Services**

#### *Vacant*

- Assisted with biologist's paperwork as needed
- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received CF catch reports
- Member Services, hunting & fishing tags, permits, regulations and information
- Maintain vehicles mileage records and reports
- Submit NR monthly report
- GSA Mileage monthly report
- Monthly LRBOI mileage report

### **Fisheries Division:**

Archie Martell - Senior Fisheries Biologist, Fisheries Division Manager

Barry Weldon – Great Lakes Fisheries Biologist

Alycia Peterson – Great Lakes Fisheries Technician

Mike Snyder – Great Lakes Fisheries Technician

Corey Jerome – Fisheries Biologist, Sturgeon

Dana Castle – Aquatic/Fisheries Biologist, Inland

Corey Wells - Fisheries Technician, Inland

### **Administrative/Budget/Reports/Data Entry:**

- Managed budgets
- 1050 Sturgeon Program/ Habitat Restoration Program
- 4031 Fisheries and Water Quality Budgets
- 4068 BIA Inland Natural Resources
- 4086-760/4097/4109/4227 BIA GLRI funding
- 4018 Great Lakes Fisheries Assessment
- 4097 BIA Great Lakes Restoration Initiative, Native Species
- 4137 BIA Great Lakes Restoration Initiative, Native Species
- 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Division daily work plans discussion related to COVID-19
- SRF insulation quotes, Requisition, Tribal Council Resolution.
- Grant Management
- Review State Collector permits/Fisheries Orders
- Scientific literature review.
- Continued building code in R to analyze Upper Manistee E-fishing data.
- Created and submitted content for Currents.
- Continued work on Michigan Chapter of American Fisheries Society – Executive Committee and Awards Committee.
- Great Lake Fishery trust grant communications with partners
- Preparation of Google forms and notes for MIAFS Awards Committee
- Facilitate tasks for MIAFS awards Committee
- Correct changes to Google forms from feedback from Awards Committee

- Open MIAFS Awards to nominations.
- Write and develop content for Currents
- Continued coordination with Journal of Great Lakes Research Communications Team.
- Coordination with Jackpine to get Arctic Grayling Stewardship Plan Printed
- Received printed copies of the LRBOI Arctic Grayling Stewardship Plan.
- Coordinated with IT to get ARG Stewardship Plan onto website.
- Coordination with staff at MSU about potential ARG presentation from LRBOI.
- 2021 field season planning, coordinating internally at LRBOI and with the state.
- Presentation prep for BIA GLRI forum

#### Equipment maintenance/Field Work/Lab Work:

- NGLC sturgeon aquarium maintenance
- Gear maintenance and repair
- Fish aging and structure imaging
- Construct fishery assessment nets
- Vehicle maintenance
- Gear preparation for assessments
- Construct juvenile lake sturgeon assessment nets
- Organized and compiled 2020 scale data
- Reimaged and aged 2019 Imaging Scales for age data that was lost this spring due to server malfunction
- Lk. Michigan lake trout fall spawning assessment
- Bio data collection from field assessments
- Muskegon Lake, lake sturgeon juvenile assessment
- Manistee Lake, lake sturgeon juvenile assessment

#### Meetings/Training/Travel/Conference Calls

- Consent Decree negotiations meeting/call (11/2)
- Webinar by Emily Dean on Habitat Suitability for Stream fishes (11/3)
- Tribal Council Agenda Review (11/4)
- Consent Decree negotiations meeting/call (11/4)
- Consent Decree negotiations meeting/call (11/5)
- NRD LEADS Meeting (11/6)
- Tribal Council Meeting (11/7)
- NRD LEADS Meeting (11/9)
- Consent Decree negotiations meeting/call (11/9)
- Consent Decree negotiations meeting/call (11/10)
- Wild Rice and social science webinar (11/10)
- Consent Decree negotiations meeting/call (11/11)
- Robin Kimmerer presentation (11/12)
- Consent Decree negotiations meeting/call (11/16)
- Consent Decree negotiations meeting/call (11/17)
- NRD LEDSA Meeting (11/18)
- NRD 2020 Meeting (11/18)
- Consent Decree negotiations meeting/call (11/18)
- Consent Decree negotiations meeting/call (11/19)
- Technical Fisheries Committee meeting/call (11/23)
- Consent Decree negotiations meeting/call (11/23)



- Nicole Watson and Arctic Grayling virtual presentation (11/24)
- Michigan AFS Executive Committee Meeting (11/30)
- Consent Decree negotiations meeting/call (11/30)
- Inland Fishery Committee meeting (11/30)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		
4031 Fisheries and Water Quality Budgets		
4018 Great Lakes Fisheries Assessment		
4097 BIA Great Lakes Restoration Initiative, Native Species		
4137 BIA Great Lakes Restoration Initiative, Native Species		
4227 BIA Great Lakes Restoration Initiative, Native Species		
4363 Great Lakes Fishery Trust Grant – Lake Sturgeon		

### **Wildlife Program**

Bob Sanders – Wildlife Division Manager

Angela Kujawa – Wildlife Biologist

John Grocholski – Wildlife Technician

### **Administration/Budget/Reports/Data Entry**

- Managed Budgets
  - 4068 BIA Inland Natural Resources
  - 4031 Wildlife Department Budget
  - 6050 Restricted Timber Harvest Budget
  - 4095 Climate Change Protection Budget
  - 4137 BIA Great Lakes Restoration Initiative
- Completed monthly report – November
- SABA – Staff 1:1 meeting(s)
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits (hunting tags), applications, regulations
- Elk expansion coordination between Tribes, MDNR, and USFS
- Answered questions/requests from Tribal membership – through email and phone calls regarding 2020 hunting season, permits, regulations
- Ordered wildlife equipment needed for 2020-2021 surveys and research projects - monthly occurrence (GLRI and IPR Funds)
- Reviewed scientific literature relating to wildlife issues - monthly occurrence
- Research and Methodology development for Northern Lower Peninsula American marten distribution study – On going
- GVSU collaboration and communication: phone calls and emails – monthly occurrence
- Tribal membership service form – Data entry

- Tribal properties food plot research project/study
- Write newsletter articles for currents
- Write and develop context for new NRD web page

#### Equipment Maintenance/Field Work/Lab Work

- Invasive species removal work on Tribal properties (Aki, Jebavy, Justice center, Area 51)
- Deer check station
- General Tractor and Bobcat maintenance
- Wildlife trap maintenance
- Cleaned and service wildlife vehicles

#### Meetings/Training/Travel/Conference Calls

- NRD Leads meeting – 11/2, 11/9, 11/18, 11/23
- One on One meeting – 11/2, 11/23
- Job description review – 11/6
- NRC meeting – 11/9
- Team huddle/scheduling meeting – 11/2, 11/23
- Wildlife Technical Meeting –Elk expansion Feasibility – 11/2
- Leadership roundtable – 11/17

### **Environmental Program**

Allison Smart –Environmental Division Manager  
Tom Shepard – Air Quality Specialist  
Breanna Knudsen – Brownfield Specialist  
Zach Prause - Aquatic Biologist – Water Quality  
*Vacant – Aquatic Biologist – Wetlands*

### **EPA Programs under Performance Partnership Grant Funding**

#### **GAP Program**

#### **Environmental Program**

Allison Smart –Environmental Division Manager  
Tom Shepard – Air Quality Specialist  
Breanna Knudsen – Brownfield Specialist  
Zach Prause - Aquatic Biologist – Water Quality  
*Vacant – Aquatic Biologist – Wetlands*

### **EPA Programs under Performance Partnership Grant Funding**

#### **GAP Program**

#### **Administration/Budget/Reports/Data Entry**

- EWS Staff Management
- SABA work for 1:1s
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- Reviewed Budgets for environmental programs
- New Staff guidebook
- Position plan for Aquatic Biologist – Wetlands
- Position plan for Great Lakes Policy Specialist
- Wild Rice Density Data Entry
- Wild Rice Fish Data
- Division SOPs
- Line 5 review in collaboration with CORA Tribes
- Nation Wide Permit Review for Renewal
- EPA Region V Tribal Training Document Review
- National NPS Meeting Co-Chair / Last minute presenter
- RTOC Deliverables
- CY2021 Planning

#### **Meeting/Training/Travel/Conference Call**

- Environmental Division Huddle: 11/2, 11/10, 11/16, 11/23, 11/30
- NRD Lead Huddle: 11/2, 11/9, 11/18, 11/23, 11/30
- 1:1 Meetings w/staff: 11/9, 11/10, 11/16 11/23(x2), 11/24
- 1:1 w/Supervisor: 11/9
- Leadership Team Meeting (NRD) 11/6,
- Meeting Staff – Projects 11/6, 11/30
- Core Leadership Training 11/5, 11/12, 11/19
- Army Corps Meeting – NWP 11/2
- Enbridge Line 5 Staff Level Meeting 11/3
- NPS Workshop Run Through 11/4
- Tribal Staff Call on CWA 401 Certification 11/4
- EIQS Policy and Procedure information Session w. EPA 11/4

- EGLE Tribal Webinar Series 11/6, 11/23
- NWP Discussion with EPA 11/9
- GLWQA Webinar TEK Draft Guidance Document (BIA) 11/10
- MWRI Meeting 11/10
- MTEG Call NWP 11/10
- Zoom Call with CRA Pine River Project 11/10
- ATTAINs Rollout Call 11/16
- Indigenous Women's Manoomin Collective 11/16
- RTOC Call 11/17
- NPS Workshop Presentation 11/17
- Lake Michigan Manoomin Meeting 11/30

#### Budgets Managed:

- 4291- EPA PPG
- 4148 – EPA Air Quality
- 4137 – BIA GLRI
- 4145 – IHS Solid Waste Planning
- 4380 – BIA GLRI Capacity Building

#### **Brownfield Program**

##### Administration /Reports/Data Entry

- FY20 EPA PALS report completed & submitted to supervisor
- Community Involvement Plan updated with pandemic provisions
- Submitted Field Gear, Webcams, Phone, & other year-end Requisitions
- Submitted Requisition for new HMRP Ed & Outreach materials
- Conducted research of existing Brownfields Prevention Ordinances
- Draft of 2020 Data Analysis spreadsheet created & submitted to supervisor
- Finalized Identifying & Reporting Spills public brochure

##### Field Work and Equipment Maintenance

##### Meeting/Training/Travel/Conference Calls (Include Dates)

- Environmental staff weekly huddles November 2, 10, 16, 23, 30
- 1:1 meetings with supervisor November 9, 23
- Sat on EPA Community-Based Social Marketing workshops Nov 3 & 10
- Met with supervisor re: PPG Mid-Grant Report Nov 6
- Called in to N.MI Tribal BF Working Group catch-up call Nov 30

#### **Water Program (106 and 319)**

##### Administration/Reports/Data Entry

- Fish tissue QAPP edits received from EPA
- Electrofishing data input
- Check request for Macros
- Check request for fish tissue

##### Field Work and Equipment Maintenance

- Ordered/received and set up iPad and case for eureka
- ATV's dropped off for oil change
- Macro data received

- Fish tissue contaminant data received
- Nutrient data received/uploaded to WQX
- Zooplankton data received
- Hydrolab data uploaded to WQX

#### Meeting/Training/Travel/Conference Calls (Include Dates)

- 11/2-Army Core CWA 401 permit call
- 11/2- Army Core tribal follow up call
- 11/3- MSU webinar
- 11/4- CWA 401 tribal discussion call
- 11/9- USACE NWP Discussion meeting
- 11/10- MTEG call
- 11/10- Update call with CRA
- 11/12-Lake RMN webinar
- 11/13-EGLE drinking water webinar
- 11/16-19- NPS Training workshop
- 11/16- ATTAINS call
- 11/30-ATTAINS discussion

#### Air Quality Program (Funded by EPA CAA 103)

##### Administration/Reports/Data Entry

- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEGLE, US and Tribal subscriptions
- Submitted 2020 NTAA Tribal Air Journal Entry to Supervisor
- Notified MDEGLE that ambient temperature data is not correct
- Reviewed Fremont Digester Air Permit materials
- Completed adding data to the Air Monitoring Internal Database

##### Field Work and Equipment Maintenance

- Completed a Monthly Ozone Multipoint – 11/13 (End of Season MP)
- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 11/12 and 11/23
- Completed PM 2.5, Monthly Maintenance & QC – 11/12 and 11/23
- Completed PM 2.5, Quarterly Maintenance & QC – 11/23/20
- Installed a new set of PM 2.5 filters – 11/6, 11/12 and 11/25
- Sent collected PM 2.5 filter samples to MDEGLE – 11/2 and 11/23

#### Meeting/Training/Travel/Conference Calls (Include Dates)

- Attended weekly Environmental Division Huddle – 11/2, 11/23 and 11/30 (TEAMS)
- Meetings w/supervisor – 11/5, 11/16, and 11/24
- Attended NTAA GoToWebinar - NTAA Informational Webinar on IAQ Considerations to Assist Tribes in Re-Opening Tribal Buildings – 11/24

#### Wetlands (Wild Rice) Program

##### Administration//Reports/Data Entry

- Program is Delayed due to Hiring Freeze all deliverables listed in the GAP section.

##### Field Work and Equipment Maintenance

Meeting/Training/Travel/Conference Calls (Include Dates)

Planning  
Steve Parsons

## **BIA ROADS/PLANNING DEPARTMENT REPORT**

**Steve Parsons**

**November 2020**

### **Meetings/Conferences/Trainings**

- On November 4, 2020, I participated in Tribal Council Agenda Review to represent an item I had placed on the open session meeting agenda on November 7, 2020.
- On November 7, 2020, I represented an item at the Tribal Council Open Session Meeting—Adoption of the FY 2021-2024 Tribal Transportation Improvement Plan (TTIP).
- On November 9, 2020, I participated in a virtual (Zoom) meeting to discuss the progress of the new Food Distribution Building that is scheduled for construction in the Spring 2021.
- On November 10, 2020, I participated in the virtual (Zoom) meeting of the Housing North Board of Directors.
- On November 16, 2020, I participated in Tribal Council Agenda Review to represent an item I had placed on the open session meeting agenda on November 18, 2020.
- On November 17, 2020, at the request of the Ogema, I participated in a meeting of the Shoreline Committee. The purpose of the meeting was to discuss RFQ proposals from firms interested in becoming involved in the project.
- On November 18, 2020, I represented an item at the Tribal Council Open Session Meeting—Authorizing a Budget Modification to the BIA Roads Budget.
- On November 30, 2020, I participated in the monthly conference call of Tribal Government directors regarding developments and updates on the Covid-19 pandemic.

### **Activities/Accomplishments/Updates**

- Roundabout at US-31/M-22 Intersection: On April 22, 2020, Tribal Council approved a Memorandum of Agreement (MOA) with MDOT for the US-31/M-22 Roundabout Project. The MOA was signed by the Ogema and forwarded to MDOT for their approval. After much back-and-forth with MDOT, we finally reached an understanding and they have agreed to move ahead with the MOA as written. The MOA was submitted to the MDOT Development Services Division Office in Lansing for approval. As of November 18, 2020, we were informed that the MDOT Lansing office was still reviewing the document and that we could expect an executed copy of the document in early December 2020. We have also been informed that MDOT is projecting the construction portion of the project to be bid out in February 2022, with construction anticipated to begin in the spring of 2022.
- BIA Roads—2020 Projects: Due to the Covid-19 pandemic, we encountered delays in moving forward with our 2020 BIA Roads projects, but eventually some progress was made. Here are the latest updates on our 2020 projects.
  - The Government Center Parking Lot repair project was completed during the first week of October 2020.
  - The Public Safety Parking Lot reconstruction project was completed on September 18, 2020.
  - At this time, we are planning for the road construction for the new Food Distribution Building (Commodities Road) to begin in the early summer 2021.
  - The environmental/archeological work for the Cemetery Parcel Road (on the Custer parcel) was not completed until July 2020. We still need Environmental Clearance and



BIA Right-of-Way approval before work can commence on that project. We anticipate construction commencing in the early summer of 2021.

- We have added a road-maintenance project for 2020 to repair the damage done to the Sugar Shack road due to a washout that occurred sometime in May. We will need to replace an existing culvert that failed structurally, causing the washout. The engineering/design work has been completed. Unfortunately, we were unable to schedule the repair work this fall. It is anticipated that construction will take place in the Spring 2021.

Public Safety  
Robert Medacco

**Little River Band of Ottawa Indians**  
**Department of Public Safety Monthly Report**  
**November-20**

**General Patrol**

Assist Citizen	1
Assist Motorist	
Assist Other Agency	18
City Assist	4
County Assist	10
Medical Assist	6
MSP Assist	3
Other Calls for Service	2
Property Checks	688
Suspicious Person	
Suspicious Situation	6
Well-Being Check	5

**Traffic/Vehicle**

Abandoned Vehicle	
Accidents	9
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	1
Open Intoxicant	
Other Traffic Citation	
OID	1
OUIL	
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

**Processes**

Bench Warrant Entered	
Civil Process (Paper Service)	2
PPO Served	
Federal Docket Ticket	

**Criminal Offenses**

Animal Neglect	
Arrest	5
Assault	2
B&E	
Bond Revocation	
Child Abuse	
Child Custody	1
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	
Death	1
Disorderly	3
Domestic Disturbance	4
Drive-Off	
Drug Violation/VCSA	1
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	1
Felony with a Gun	
Fight in Progress	1
Fraud	1
Furnishing Alcohol to Minor	
Harassment	8
Health & Safety	1
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	1
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	9
Public Peace	
Resisting	
Robbery	
Sex Offense	

**Criminal Offenses Continued**

Sexual Harassment

Shoplifters

Solicitation

SOR Violation

Stalking

Stolen Property

Threats

2

Unwanted Subject

3

**Miscellaneous**

Administrative Hours

488

Alarm

1

Attempt to Locate

1

Boat Dock Checks

Casino Hours

99

Civil Standby

Community Policing

2

Court Hours

8

Death Notification

Drug Disposal

Follow-Up Investigations

14

Found Property

1

Lost Property

1

Meetings Attended

Open Door

Open Window

PBT

Special Detail

Suicidal Subject

1

Total Complaints

61

Total Reports

61

Training Hours

18.5

Transport

Trespassing

Tribal Council Meetings

Vehicle Mileage

3751

Voluntary Missing Adult

**Training/Travel**

**Little River Band of Ottawa Indians  
Inland Conservation Enforcement Activities  
November-20**

Administrative Hours	240.75	
Arrest(s)	1	
Male	1	
Female		
ATV Patrol Hours		
Assist(s)	5	
Assist Hours	10.5	
Citation(s)	3	
Civil	1	
Misdemeanor	2	
City Assist	2	
City Assist Hours	12.75	
City Original		
City Original Hours		
Complaints	21	
Contacts	85	
Court		
Court Hours		
Follow-up(s)	1	
Follow-up Hours	1	
Federal Citation(s)		
Hours Worked	272	
Joint Patrol(s)		
Marine Time		
Meeting(s)	1	
Meeting Hours	2.75	
Paper Service		
Possible Trespass		
PR Activities		
PR Activities Hours		
Property Checks	75	
Snowmobile Patrol Hours		
Training(s)	8	
Training Hours	21.5	
Vehicle Mileage	1323	
Vehicle Stops	4	
Verbal Warning(s)	1	
Written Warning(s)		

**Training/Travel**

November 7, 2020 Officer Gunderson participated in online update CPR training.

November 13, 2020 Officer Brown participated in online euthanasia training.

All Officers participated in Night qualifications.

**Little River Band of Ottawa Indians  
Great Lakes Conservation Enforcement Activities  
November-20**

Administrative Hours	64.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	328
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	1
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	1
Training Hours	24
Vehicle Mileage	1380
Verbal Warning(s)	
Written Warning(s)	

<b>Training/Travel</b>
------------------------

November 17-20, 2020 Sgt Robles participated in webinar for verbal de escalation train the trainer.  
All Officers participated in Night qualifications.

Tax Office  
Valerie Chandler



## **Tax Department November 2020 Monthly Report**

**Staff:** Valerie Chandler, Tax Officer  
Arianne Gray, Tax Department Administrative Assistant

During the month of November 2020, the Tax Department performed the following:

### **Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
  - RTM statuses
  - Copies of tax forms and RTM verification letters
  - Motor fuel registration
  - Certificates of Exemption
  - Proofs of Residency
  - RTM benefits provided by the Tribe/State Tax Agreement
  - Tax Agreement Area boundaries
  - Per cap issues/questions/1099 copies (which were referred to Enrollment)
2. Scanned and filed Tax Department documents such as Proofs of Residency, Temporary Tribal Business Tax Licenses, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Worked with the Utilities Department to provide copies of their BP fuel card statements in order to better track their budget and expenses.
5. Completed and submitted the Tax Department monthly department report for October 2020.
6. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
7. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons versus tax-exempt inventories.
8. Issued 5 Certificates of Exemption:
  - Purchaser: 2 RTMs 3 Tribe/Entity
  - Purchase Type: 2 Vehicles 2 Contract Projects 1 Bereavement Program
9. Reviewed 92 Tribal Member address and/or name changes; 12 required updating of the RTM list and database.
10. Mailed 20 Proof of Residency request letters; processed 8 Proofs of Residency that were received.
11. Processed 2 Motor Fuel Registrations.

### **State of Michigan Department of Treasury Tribal Affairs Interaction:**

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates included:
  - New and re-instated RTMs

- Deceased RTMs
- Address changes of RTMs
- RTMs no longer eligible for RTM status

*Little River Trading Post Interactions:*

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for December 2020 and provided it to the Trading Post.
8. Reviewed and processed 1,584 Trading Post Motor Fuel and Tobacco Receipts; flagged and corrected cashier errors.

*Little River Casino Resort Interactions:*

1. Calculated data, processed, and filed month-end tax reports for October, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed October 2020 Tribal tax returns from the Little River Casino Resort which included:
  - Retail Sales Tax (Little River Trading Post and Little River Casino Resort)
  - Food & Beverage Tax
  - Lodging & Occupancy Tax

**Variable Duties and Accomplishments:**

1. Reviewing, editing, and commenting on all Tax Department Ordinances and Regulations for future amendments. Also researching and comparing other Tribes' tax documents for reference.
2. Creating and compiling a tax reference guide incorporating all of the tribal tax laws for easier reference.
3. Arranged for the Community Center key pick-up and extra cleaning and disinfecting before and after the curbside pick-up community Thanksgiving dinner hosted by a tribal member family and friends.
4. Prepared and submitted two remote work strategies for the Tax Department staff.
5. Obtained work equipment from I.T. and set it up at home in order to adequately fulfill work duties remotely.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury regarding Resident Tribal Member beginning and ending dates.
2. Corresponded with Treasury regarding utility accounts being charged State sales tax when they should be tax exempt.
3. Reviewed several draft Revenue Administration Bulletins issued by the State for comments and concerns as part of the Treasury's Tribal Consultation Policy. No comments, concerns, or questions were noted.

Little River Trading Post Interactions:

1. Corresponded with staff regarding one cashier's missing fuel and tobacco log.

Little River Casino Resort Interactions:

1. Corresponded with staff regarding reports during the Resort's closure period due to COVID.
2. Corresponded with staff regarding a review of monthly tax returns for the year.
3. Corresponded with a member of the Employee Care Committee regarding their Tribal Business Tax License for 2020 and the upcoming year.

**Meetings / Trainings Attended During the Month:**

1. Remote Work Staffing Strategy meeting via conference call on November 17, 2020.
2. Leadership Roundtable meeting via Zoom on November 17, 2020.
3. Tribal Council meeting via Zoom on November 25, 2020.

**Statistics:**

Total Registered Resident Tribal Members (RTMs): 269

- Manistee County: 258
- Mason County: 11

Monthly Tax Revenue\*:

\*October 2020 amounts received in November

- Retail Sales Tax (Little River Trading Post) \$1,905.14
- Retail Sales Tax (Gift Shop) \$1,412.90
- Lodging & Occupancy Tax \$8,835.91
- Food & Beverage Tax \$23,557.29

Tribal Member Tax Exemption Rates ("Discounts") for December 2020\*:

\*Gasoline and Diesel tax exemption rates change monthly due to the State's designated pre-paid sales tax rate on fuel.

- Gasoline: \$0.367/gallon
  - Diesel: \$0.384/gallon
  - Cigarette Pack: \$2.00/pack
  - Cigarette Carton: \$20.00/carton
  - OTP (Other tobacco products\*): 32% of wholesale price
- \*Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional

products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, etc.)

Tribal Historic Preservation  
Jonnie J. Sam

***Department - Historic Preservation Department***  
***Department head and title – Jonnie Jay Sam II, Director***  
***November 2020 Department Report***

**1. Department Overview**

- **MISSION:** Our mission is to preserve the Tribe's cultural heritage as a living part of the current time by preserving not only the historic, cultural and religious properties but also the Tribes language, traditions and cultural life.
- **GOALS:**
  - Management, research, interpretation, protection and development of sites of historic, cultural or religious significance on Tribal lands. Consult with Federal, Tribal, State and Local agencies to ensure compliance with historic preservation and NAGPRA responsibilities.
  - Ensure Anishinaabe Bimaadiziwin Kinomaadiziwin {Life teachings} and Anishinaabemowin {language} are continued for the Little River Band of Ottawa Indians and other entities
  - Management and maintenance of Tribal Archives and collections.
- **OBJECTIVES**
  - ❖ Respond to NHPA, NAGPRA and related requests and issues.
  - ❖ Inventory historic properties, items or collections and archives for preservation.
  - ❖ Hold events that support and preserve the culture and language of the Tribe.
  - ❖ Produce video, written, or online resources to enhance and preserve the culture and language of the Tribe.
  - ❖ Create capacity of the Historic Preservation Department to complete mission and goals through policy, procedure and facilities development and appropriate training.
  - ❖ Seek Grant funding where and when appropriate.
  - ❖ Coordinate cultural, historical and traditional events of Tribal entities.

**2. Department reporting section**

- Departmental staff completed the following tasks during the report month:

**The Director** accomplished the following during the month:

1. Responded 52 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Participated in meetings with the Ogema and other Leads.
3. Attended phone conference meetings of Directors for updates.
4. Participated in Tribal Council meetings via teleconference.
5. Communicated with staff from departments about various items.
6. Participated in interviews for Maintenance staff positions (EVS and Tech).
7. Participated in the HR planning lunch and meeting.

8. Met via online meeting regarding NHPA /section 106 Programmatic Agreement MDOT/Tribes/FHWA.
9. Met with the NPS Director from Sleeping Bear Dunes National Park about an inadvertent discovery.
10. Participated in negotiation of Prosecutors' position.
11. Spoke with organizers of the Diversity Committee about History of the Tribe in Manistee during webinar. Kenny Pheasant spoke on Language and Culture.
12. Met with Ogema, Leads and HR Director re: COVID-19 issue.
13. Responded to, read, and forwarded emails and other information from Federal, State and Tribal sources as appropriate.
14. Administered, directed, and supervised all departmental activities.
15. Approved timecards and PTO requests as lead for the departments for which I am the Lead, as needed.
16. Continued work on MSU NAGPRA related files.

**The Language Coordinator** accomplished the following during this month

- 1) Develop language lessons for the zoom language class.
- 2) Sent out the language lessons to the zoom students.
- 3) Teach the lessons on Friday mornings.
- 4) Develop language lessons for face book show "Endaaying".
- 5) Edit the face book language lessons.
- 6) Schedule the language lessons accordingly, post on Tuesdays and share on Fridays.
- 7) Record the lessons at a video shoot.
- 8) Update video log.
- 9) Organizing the different types of face book lessons.
- 10) Continue to recycle for LRB Pharmacy.
- 11) Answered Emails and calls about language, culture, history, zoom classes & Endaaying.

#### **Travel, training and budget expenses**

Departmental staff note training and travel in their individual reports, there were no departmental level travel during this report period nor department level training.

WWTP  
Gary Lewis



***Utilities Department***  
***Gary M. Lewis, Utility Director***  
**November 2020, Department Report**

**I. Department Overview**

**MISSION STATEMENT**

...Is to identify the requirements of our customers & earning their respect by communicating openly, clearly, courteously, and promptly to any issues that may arise.  
...to exercise our sovereign powers by, providing excellent quality water & sanitation services in accordance with LRB Utility Ordinance, the U.S. Safe Drinking Water Act, & other applicable laws that are beneficial to the safety of the Citizens of the Little River Band of Ottawa Indians & Patrons utilizing our facilities.

**II. Department reporting section**

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Vehicle hit Fire Hydrant, only affected customer was Justice Center, repairs made, chlorinated water tower, Bact's were absence of presence, tower placed back in service.
- Continued sampling for Covid 19 in wastewater

**Billing**

Water	\$10,420.08
Sewer	\$8,326.40
Irrigation	\$1,810.93
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$14,607.23
Septage	\$6,967.96
Other	\$0.00
Month Total	\$50,201.93
Yr. to Date Water	\$130,054.85
Yr. to Date Sewer	\$166,406.00
Yr. to Date Irrigation	\$29,356.41
Yr. to Date Fire Suppression	\$88,765.63
Yr. to Date Manistee Township	\$155,907.28
Yr. to Date Septage	\$76,269.24
Other Revenue	\$47,004.57
Credit	\$0.00
Yr. to Date Total	\$693,763.98

- 1. Well House Pumping in Gallons**
  - Total Flow Gallons**
    - a. 3,392,473**
    - b. Ave Daily Flow Gallons 113,082**

- 2. Gallons of Treated Wastewater SBR**
  - Influent Gallons**
    - a. 2,297,139**
    - b. Daily Average Gallons 76,571**

- Effluent Gallons**
  - a. 2,201,000**
  - b. Daily Average Gallons 73,367**
  - c. Waste Sludge Gallons 67,000**

- Lagoon**
  - a. Influent 255,147**
  - b. Daily Average Gallons 8,504**

- 3. Septic Sewage**
  - a. Gallons 154,358**

### **III. Travel and Trainings**

**What: MTERA Board Meeting**  
**Who: Diane Kerr, Gary Lewis**  
**Where: Phone Conference**  
**Sponsored by: MTERA**

**What: Core Leadership**  
**Who: Jonathon Robertson**  
**Where: WWTP, Zoom**  
**Sponsored by: Grand Rapids Employer Association**